# STUDENT HANDBOOK
# FOREST WAYS
1995
1996

Bailey L Donnally
Physics

LAKE FOREST COLLEGE

## LAKE FOREST COLLEGE CALENDAR 1995-96

### FALL TERM 1995

| | | |
|---|---|---|
| August | 30 | Registration |
| August | 31 | Classes begin |
| September | 4 | Labor Day (Classes Held) |
| September | 13 | Last day for permissible change of registration |
| September | 13 | Last day to register for credit/D/fail option |
| October | 11 | Warning grade reports due |
| October | 21-24 | Mid-term break |
| November | 3 | Last day for approved withdrawal from a course with an automatic "W" |
| November | 23-26 | Thankgiving break |
| December | 12 | Last day of classes |
| December | 13-14 | Reading days |
| December | 15-16 | Final Exams |
| December | 17 | Reading day |
| December | 18-20 | Final Exams |
| December 21 - January 15 | | Winter Recess* |

### SPRING TERM 1996

| | | |
|---|---|---|
| January | 15 | Registration |
| January | 16 | Classes Begin |
| January | 29 | Last day for permissible change of registration |
| January | 29 | Last day to register for credit/D/fail option |
| February | 26 | Warning grade reports due |
| March | 9-17 | Mid-term break** |
| March | 25 | Last day for approved withdrawal from a course with an automatic "W" |
| April | 29 | Last day of classes |
| April | 30 - May 1 | Reading days |
| May | 2-3 | Final Exams |
| May | 4-5 | Reading days |
| May | 6-8 | Final Exams |
| May | 11 | Commencement |

*Residence halls and food service are closed.
**Residence halls open/food services are closed.

# FOREST WAYS
# 1995-96

This handbook belongs to:

_____

_____

Campus Address: _____

Phone: _____

1857

ET • VERITAS • LIBERABIT • VOS

LAKE FOREST COLLEGE

Lake Forest College affirms that education ennobles the individual.

Our curriculum engages students in the breadth of the liberal arts and the depth of traditional disciplines. We encourage students to read critically, reason analytically, communicate persuasively, and, above all, to think for themselves. We foster creative talent and independent research. We embrace cultural diversity. We honor achievement.

Our faculty of distinguished scholars takes pride in its commitment to teaching. We know our students by name and prepare them to become responsible citizens of the global community. We enable students, faculty, trustees, and administrators to solve problems in a civil manner, collectively. We maintain a secure residential campus of great beauty. We enrich our curriculum with the vibrant resources of Chicago.

Lake Forest College celebrates the personal growth that accompanies the quest for excellence.

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# SECTION I
## CAMPUS ORGANIZATIONS & AWARDS

### STUDENT GOVERNMENT

**History**

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930's to the Community Government Association (CGA) of the 1960's.

The current Student Government, established in 1972, is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the four SG officers: the President, Vice-President, Treasurer, and Secretary. Student members of other college governance committees also play an active and important role in the Student Government. In addition, campus organizations are supported by Student Government.

**Student Government Office**

The Student Government Office is located in Commons and is open regularly Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government, or call 735-5212.

**Elections and Appointments**

Student Government officers and most campus organization leaders and governance committee members are elected or chosen in the spring. (Consult the SG Constitution, governance election sections, and organization write-ups for details.) There are many ways to be involved in Student Government without running for an elective office. Throughout the year SG will post notices announcing various committee openings. Applications for most organization positions are provided by Student Government. Petitions, when necessary, are to be signed by 25 full-time LFC students and are provided by the Dean of Students Office. Only full-time LFC students are eligible to run for office.

All candidates for student government officer positions must have a cumulative 2.0 GPA the semester prior to their election. Additionally, any student wishing to be on the ballot for elections to campus governance committees must meet the above-mentioned requirement. Finally, all leaders of student organizations, editor-in-chief, varsity team captains, and Presidents of Greek organizations must have a minimum cummulative GPA of 2.0 in the semester prior to their election or appointment and for any subsequent semester which they serve as chief officer.

**Minutes**

Minutes are posted on the Commons bulletin board. Any student interested in receiving current minutes for any of the college governance committees should contact Student Government.

**Students and the Board of Trustees**

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through five standing committees, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the Student Government President and Vice-President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

1. two student recommendations to the President at the beginning of



| | |
|---|---|
| August 14 | Monday |
| August 15 | Tuesday |
| August 16 | Wednesday |
| August 17 | Thursday |
| August 18 | Friday |
| August 19/20 | Sat/Sun |

the school year by the Student Government Executive Committee,
2. one alumni representative,
3. two faculty members appointed by the President,
4. an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
5. trustees appointed by the Chairperson of the Board of Trustees.

The committees and their functions are outlined below.

Committee on Academic Affairs - recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees.

Committee on Athletics - The Trustee Committee on Athletics establishes College policies concerning intercollegiate athletics, evaluates program objectives, and reviews budgets, personnel and plant needs of the Athletic Department.

Committee on Budget and Audit - recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

Committee on Development and Public Affairs - considers and recommends policies leading to programs designed to maintain and improve understanding and support of the College by its friends and constituents.

Committee on Enrollment - recommends policies concerning retention and recruitment of students, including marketing strategies, following a review of enrollment patterns.

Committee on Property and Operations - recommends policies for the administration of campus grounds and buildings.

Committee on Student Affairs - makes recommendations to the full Board of Trustees on student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to the full Board, although some, such as the Investment Committee and the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems and viewpoints.

## CAMPUS ORGANIZATIONS, CLUBS, GROUPS

**Alpha Pi Delta**

Alpha Pi Delta is a sorority which serves both a social and a philanthropic purpose. The members are interested in organizing social activities for themselves and for the community at large.

**Ambassadors**

The Ambassadors are students who provide tours for prospective students and their families.

**Amnesty International, Group 177**

Amnesty International (AI), Group 177, works for the release of prisoners of conscience.



| | |
|---|---|
| August 21 | Monday |
| August 22 | Tuesday |
| August 23 | Wednesday |
| August 24 | Thursday |
| August 25 | Friday |
| August 26/27 | Sat/Sun |

**Beta Triton**

Beta Triton, is a fraternity which provides the College with numerous social and community-oriented functions throughout the year.

**Brotherhood**

The Brotherhood is a fraternity that is committed to serving the College community. The doors of the Brotherhood are always open to anyone who wishes to visit.

**Campus Entertainment Committee (CEC)**

The Campus Entertainment Committee (CEC) consists of volunteer students who work with the Director of Campus Activities in planning dances, concerts, and weekend entertainment.

**Choir**

The Choir gives interested students the opportunity to cultivate and refine musical talents through the performance of quality choral literature. Admission to the choir is by audition and regular attendance is mandatory.

**Collage**

Collage, published every spring, represents the efforts of both students and faculty in the Foreign Languages.

**College Republicans**

The College Republicans help students get involved with both local and national political issues and campaigns.

**French Club**

The French Club has as its goal to give the students a better understanding of French culture through their participating in a number of cultural activities either on campus or in the greater Chicago area.

**Gamma Phi Omega**

Gamma Phi Omega was founded in 1988 as an organization for women and became a sorority in the Fall of 1989. The goals of this group include promoting diversity, providing service for the community, and expanding opportunities for women.

**Gamma Rho Delta**

Gamma Rho Delta is a sorority committed to developing the spirit of sisterhood among members and dedication to Lake Forest College. Open and private parties given throughout the year seek to enhance the social atmosphere of the campus.

**Garrick Players**

Garrick Players, the oldest continuous collegiate theatre organization in Illinois, offers faculty-directed, student-directed and student-written productions.

**German Club**

The German Club strives to give students the opportunity to practice their conversational German and to increase their knowledge of German culture through participating in cultural activities in the greater Chicago area.



| | |
|---|---|
| August 28 | Monday |
| August 29 | Tuesday |
| August 30 | Wednesday Registration |
| August 31 | Thursday Classes Begin |
| September 1 | Friday |
| September 2/3 | Sat/Sun |

**Hispanic Circle**

Hispanic Circle seeks to assist the community interested in the Spanish language and culture through a series of cultural, social and recreational activities.

**International Student Organization (ISO)**

ISO brings together international students and other students with diverse cultural interests. This union provides a supportive community for students and is intended to further an awareness and understanding of various cultures within the group and the College community.

**Kappa Sigma**

Kappa Sigma is a national fraternity originally founded at Lake Forest College in 1983 as a local chapter. Its primary goals and philosophy are based upon academic excellence and a concern with the betterment of the college community.

**LEAP**

The League for Environmental Awareness and Protection is a student group promoting environmental education and action.

**Lilace Reid Barnes Interfaith Center (IFC)**

Lilace Reid Barnes Interfaith Center (IFC) facilitates the spiritual and personal growth of LFC students in a context reflecting the religious pluralism of the campus.

**Panhellenic Council**

The Panhellenic Council serves as an umbrella organization for the Greek groups on campus. Currently there are five fraternities and three sororities.

**Peer Educators**

The Peer Educators are students who are trained and supervised by the Counseling Center to provide information and campus-wide programs regarding the use and abuse of alcohol and other drugs.

**Phi Pi Epsilon**

Phi Pi Epsilon, established at LFC in 1895, is the "oldest local fraternity in the United States." The brothers of Phi Pi Epsilon are involved in many campus organizations and athletic teams.

**Prelaw Association**

The Prelaw Association sponsors local events of interest to students considering law school and sends a team to the annual Undergraduate Mock Trial Competition at Drake University.

**Pro Med**

Pro Med is a group of students acting as a support group for pre-med majors and offering programs relating to medical careers.

**Red and Black**

Red and Black, established in 1988, offers programs enhancing the academic and cultural environment of the campus.



| | | |
|---|---|---|
| September 4 | Monday | Labor Day (Classes Held) |
| *Labor Day* | | |
| September 5 | Tuesday | |
| September 6 | Wednesday | |
| September 7 | Thursday | |
| September 8 | Friday | |
| September 9/10 | Sat/Sun | |

**Senior 25**

Senior 25 honors students selected in their junior year who maintain good academic records (2.7 minimum GPA) and who have shown leadership through their participation in extracurricular activities.

**SHELF**

Shelf (Sexual Health Educators of Lake Forest) is a group of students, working in conjunction with the Health Center, who plan and implement AIDS education programs on campus.

**Social Services Organization**

The Social Services Organization exists to provide students with opportunities for community service through volunteer work.

**Society of Physics Students**

The Society of Physics Students keeps members informed on recent developments in physics and astronomy, providing a time when topics brought up in regular class discussion can be expanded upon.

***Stentor***

The LFC campus newspaper, published for the first time during the 1886-87 academic year, continues to cover campus events, provide editorial opinion, and offer a voice to the LFC community.

*The Stentor office is located in the lower level of Commons, adjacent to the Coffeehouse.*

**Student Affiliates of the American Chemical Society (SAACS)**

The Student Affiliates of the American Chemical society is an organization that sponsors activities designed to promote a greater understanding and appreciation of chemistry.

**Student Alumni Association (SAA)**

The Student Alumni Association is an organization which assists the Office of Alumni Relations in providing and maintaining a link between current students and alumni through structured programs and social activities.

**Tusitala**

*Tusitala,* first published in 1935, continues to provide an outlet for student poets, prose writers, photographers, and artists.

**United Black Association**

United Black Association helps the campus community to become more aware of the African-American culture and heritage.

**WMXM**

WMXM, the College's FM radio station,broadcasts at 88.9 on your dial.

The station is managed entirely by students and is on the air every day. There are opportunities for aspiring deejays, newswriters and reporters, sportscasters, production assistants, salespeople, and publicity people. Interested students are encouraged to attend meetings and to drop by the station for more information.



| | |
|---|---|
| September 11 | Monday |
| September 12 | Tuesday |
| September 13 | Wednesday **Last day for permissible change of registration**<br>**Last day to register for credit/ D/ fail option** |
| September 14 | Thursday |
| September 15 | Friday |
| September 16/17 | Sat/Sun |

**Yearbook *(The Forester)***

Each year the yearbook staff sets out to produce a book that depicts the flavor of life for students, faculty, and administration as they engage in social and academic activities on campus.

**Young Democrats**

The Young Democrats strive to get students interested in participating in local and national political issues and campaigns.

**HONORARY SOCIETIES**

**Alpha Psi Omega, (Dramatics)**

Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theatre.

Lake Forest College's Nu Sigma Chapter was established in 1954 and for more than a quarter of a century has served to honor scholastically outstanding upperclass students who have shown superior accomplishment in dramatic arts at Lake Forest College. To be eligible, students also must have completed two years of study at Lake Forest College.

Membership is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

**Beta Beta Beta (Tri-Beta), (Biology)**

Beta Beta Beta, whose LFC chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences.

To become an active member of Tri-Beta, a student must have completed at least four biology courses and have received a grade of B or better in three of those courses. Associate membership is open to any student with an interest in the life sciences. New active and associate members are elected each term by the present chapter members. The officers are elected from among the active members at the last meeting of each school year.

**Kappa Delta Pi, (Education)**

Kappa Delta Pi is an international honor society organized to promote excellence in education. It recognizes education majors who exhibit the ideals of scholarship, high personal standards, contributions to education, and promise in teaching. The Tau Psi Chapter was chartered at Lake Forest College in 1994, replacing Kappa Phi Kappa, a local honor society.

During the spring semester of each year, students who have been admitted to the Education Department and successfully completed fieldwork, as well as two other courses in education with a B or better and attained a 3.2 GPA overall, are invited to join Kappa Delta Pi.

**Omicron Delta Epsilon, (Economics)**

Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and privation a reality for all mankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985.



| | |
|---|---|
| September 18 | Monday |
| September 19 | Tuesday |
| September 20 | Wednesday |
| September 21 | Thursday |
| September 22 | Friday |
| September 23/24 | Sat/Sun |

During the spring term of each year, students who have compiled a 3.0 GPA overall, a 3.0 point GPA for at least 12 credits in economics (3 LFC courses), and have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

**Phi Beta Kappa**

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois), one of 242 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program.

Both faculty and students are members of Phi Beta Kappa. It is the faculty membership which each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare and is to be regarded as a special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring.

The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and of a foreign language appropriate for a liberal arts education.

**Phi Sigma Iota (Foreign Languages)**

Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an opportunity to come into contact with different aspects of foreign language and culture.

Candidates for membership must have reached the 300 course level in a foreign language at LFC or equivalent courses at another institution. They must also have a B average in a foreign language as well as an overall B average.

**Phi Sigma Tau, (Philosophy)**

Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of *Dialogue*, the journal of the national organization.

Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by LFC students and by faculty members from LFC and from outside institutions.

Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of course work (which must include three courses in philosophy).

**Pi Sigma Alpha, (Political Science)**

Pi Sigma Alpha is the national political science honorary society. The LFC chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.



| | |
|---|---|
| September 25 | Monday |
| *Rosh Hashanah* | |
| September 26 | Tuesday |
| September 27 | Wednesday |
| September 28 | Thursday |
| September 29 | Friday |
| September/ October 30/1 | Sat/Sun |

To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at LFC, and at least one at the 300 or 400 level); must have a B+ average in politics courses above the 100 level; and must have an overall B average in all courses.

**Psi Chi, (Psychology)**

Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The LFC chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors.

In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Those students who qualify are invited to join Psi Chi.

**Sigma Pi Sigma, (Physics)**

Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original LFC Sigma Pi Sigma chapter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. Membership requirements are an overall B average, excellence in physics, and the completion of courses through the sophomore level in physics. New members are chosen by present LFC members each spring.

**Sigma Xi, (Science)**

Sigma Xi, The Scientific Research Society, is a national honor society established in 1886 by a group of students and faculty at Cornell University. The Lake Forest College Chapter of the society, established on April 26, 1988, is one of more than 500 clubs and chapters worldwide. The society was established to honor and promote excellence in scientific research, and to encourage a spirit of cooperation and companionship among scientists from all fields. Although scientific research is highly specialized, the society promotes a view of science that emphasizes linkages rather than divisions. Members of the Lake Forest College Chapter include faculty and students. Qualified scientists are inducted into the society each year at an annual banquet. Students who have demonstrated a potential aptitude or ability in independent scientific research are elected as associate members.

## STUDENT HONORS AND AWARDS

The college community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at the Fall Honors Convocation and the Senior Honors Convocation in May.

In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proved themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prize winner's achievement.

Such distribution and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Fall and Spring Honors Convocations, collectively express and celebrate not only intellectual and personal excellence but also the special, enduring relationship between present and past generations of Lake Forest College.

Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors.



| | |
|---|---|
| October 2 | Monday |
| October 3 | Tuesday |
| October 4 | Wednesday |
| *Yom Kippur* | |
| October 5 | Thursday |
| October 6 | Friday |
| October 7/8 | Sat/Sun |

## GENERAL

**The Alpha Sigma Kappa Class of 1938 Memorial Prize -** This prize was established in 1993 by members of the Class of 1938 who were members of the Alpha Sigma Kappa fraternity. The prize is given to a senior student who has sustained a 3.4 grade point average, has participated in at least two extracurricular activities on campus and, in addition, has exhibited a strong commitment to community service while a student at Lake Forest College for at least the last two years. The recipient of the prize is chosen by the Dean of the College and two faculty members. The prize is presented at the Senior Honors Convocation in the spring.

**The Bird Award for Intellectual Contributions to the Campus Community -** The Bird Award recognizes an individual from the Lake Forest College community - faculty, staff, student, or friend - who brings to the campus a special measure of intellectual fervor and commitment. Such a contribution, lying outside the classroom, may be evidenced either within or outside of campus organizations. The recipient is to be an individual who by action or words challenges the minds of others and who serves as a model for those who study or work at the College. The recipient is chosen by a committee composed of the President, the Provost and Dean of the Faculty, the Dean of the College, the Chair of the Trustee Committee on Student Affairs, and the current recipient of the award. The Bird Award, established by an anonymous donor in 1992, honors Elizabeth Bird Parks, LFC 1932, and her father, Harry Lewis Bird, LFC 1894. The Bird Award is presented at the Fall Honors Convocation.

**The Peter C. Clute Award for Outstanding Character** - The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by the staff in the Office of the Dean of the College, in consultation with other Lake Forest College students, "...shall be that Lake Forest College student whose uniquely positive attitude, and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Awards Convocation.

**The Scott Fossel Prize** - The Scott Fossel Prize was established in 1993 to recognize a rising sophomore and a rising junior who exhibit positive leadership attributes in scholarly and / or extracurricular activities as Mr. Fossel, LFC 1975, demonstrated as a student. The recipients are chosen by a committee of representatives of the faculty, administration, and the Dean of the College, appointed by the Provost and Dean of the Faculty. The Scott Fossel Prizes are awarded at the Fall Honors Convocation.

**The Jacob Wardwell Edwards Prize** - The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the freshman student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of Students, the Dean of Admissions, and the Student Government President. The award is announced and presented at the Fall Honors Convocation.

**The Emma O. Haas Memorial Awards for Merit in Scholarship** - The late Judge John F. Haas, a graduate in the Class of 1900, established the College annual awards in memory of his mother. A cash prize is awarded to a senior class student outstanding in scholarship as selected by the Dean of Faculty. This award is announced and presented the day of the annual Spring Senior Honors Convocation. Awards are also given at the Fall Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

**The Freshman Writing Contest Award** - The Freshman Writing Contest Award was created to encourage interest and excellence in writing. The Contest is juried by faculty members, and the Award is presented at the Fall Honors Convocation.



| | |
|---|---|
| October 9 | Monday |
| *Columbus Day* | |
| October 10 | Tuesday |
| October 11 | Wednesday **Warning grade reports due** |
| October 12 | Thursday |
| October 13 | Friday |
| October 14/15 | Sat/Sun |

**The McPherson Prizes for Excellence in Scholarship** - Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3000 was contributed in 1899 by his friends to establish prizes in English, philosophy, French, German, Spanish and dramatics. The winners are chosen by the department heads and are announced at the Spring Senior Honors Convocation.

**The Edward H. Oppenheimer Memorial Prize** - Awards are given each year to a senior man and senior woman who are judged by a committee consisting of the three Student Government officers, two representatives from the Dean of Students Office, and one faculty member chosen by the committee, to have contributed most to the College community. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Spring Senior Honors Convocation.

**Pearl E. Pauker Prizes** - Two awards were established in 1989: The Pearl E. Pauker Prize in Writing and the Pearl E. Pauker Prize in Science. The former recognizes the students whose papers win honors in the Lake Forest College Writing Contest; the latter recognizes outstanding experimental science research below the senior prize level, for work done at LFC through the summer following the junior year.

**Phi Beta Kappa Senior Thesis Award** - This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. This award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

**The Tamara Lee Wefler Award** - This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs among the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of the three Student Government officers, two representatives of the Dean of Students Office and one faculty member selected by the other members of the committee. It is announced and awarded each spring at the Senior Honors Convocation.

## AMERICAN STUDIES

**The W. Gordon Milne Prize in American Studies** - This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a Professor and Chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded at Senior Honors Convocation to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

## ART

**The Senior Prize in Art History** - This prize is the result of a generous anonymous donation. The prize is intended for the student, or students, who, in the judgement of the Chairperson of the Department, have been outstanding in Art History. It is awarded at the Senior Honors Convocation.

## ATHLETICS

**Scholar/Athlete Award** - The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Honors Convocation will be honored by having his/her name engraved on a plaque which hangs in the Alumni Memorial Field House. A senior winner is honored at the Senior Honors Convocation.



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| October 16 | Monday |
| October 17 | Tuesday |
| October 18 | Wednesday |
| October 19 | Thursday |
| October 20 | Friday |
| October 21/22 | Sat/Sun Mid-Term break |

**The Nicholas J. Wasylik Senior Athletic Award** - This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, Coach, Physical Educator, and, in his earlier years, as Assistant Professor of Russian. The Award is presented to the senior athlete who best emulates the positive, outgoing attitude as well as the drive and determination of Nicholas J. Wasylik. The recipient is chosen by the Director of Athletics, in consultation with the members of the Athletic Department. It is awarded at the Senior Honors Convocation.

## ECONOMICS

**The H. Murray Herlihy Prize in Economics** - This award was created and endowed in 1982, initially by a 1974 alumnus as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior Economics major at the Senior Honors Convocation.

**The Warren A. Peterson Memorial Award in Economics** - This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in Economics, with grades, activities, and leadership qualities being the criteria used for selection. It is awarded at the Spring Senior Honors Convocation.

## ENGLISH

**The Gail DeHerder Memorial Prize in Creative Writing** - The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year, at the Senior Honors Convocation, to the senior who submits the best piece of creative writing.

## GERMAN

**The Wilhelm Meister Prize** - This prize recognizes the achievement of the senior student who has made the greatest progress in German Studies over four years at Lake Forest College. The recipient's career exemplifies the possibilities of a German major at the College for students with little or no background in the field. It is awarded to a senior chosen by the Language Department faculty and presented at a departmental meeting.

## HISTORY

**The Richard W. Hantke Award in History** - This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized, who, in the opinion of the history faculty, clearly merits recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

## LINGUISTICS

**Superlative Achievement in Linguistics Award** - This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literature. It is usually awarded to a senior chosen by the Language Department faculty and presented at a departmental meeting.

## MATHEMATICS

**The Harold B. Curtis Prize in Mathematics** - In 1967, alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department and presented at the Senior Honors Convocation.



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| October 23 | Monday Mid-Term break |
| October 24 | Tuesday Mid-Term break |
| October 25 | Wednesday |
| October 26 | Thursday |
| October 27 | Friday |
| October 28/29 | Sat/Sun |

## PHILOSOPHY

**The Fran Asher Prize for Excellence in Philosophy** - This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field which suggests unusual capacity for future work in philosophy and is presented at the Fall Honors Convocation.

## PHYSICS

**The Harald C. Jensen Prize** - This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Physics Department and is honored at the Senior Honors Convocation. The award is named for Harald Jensen, Professor of Physics, who served on the faculty for thirty-one years.

## POLITICS

**The Solly A. Hartzo Award in Politics** - In 1971, the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for thirty-five years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

## PSYCHOLOGY

**The Sterling Price Williams Prize in Psychology** - This prize in psychology, given by friends in honor of Dr. Williams, Professor of Psychology and Philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Senior Honors Convocation.

## RELIGION

**The Scott Award in Religion** - In 1957, Miss Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Honors Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in the department.

## THE SCIENCES

**American Institute of Chemists Award** for demonstrated leadership and character as well as high scholastic standing and potential for advancement in the chemical profession is presented at a departmental gathering.

**Analytical Chemistry Award** - This award is given by the Analytical Division of the American Chemical society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

**The Freshman Achievement Award in Chemistry** - CRC Press of Cleveland, Ohio, gives annually a copy of the *Handbook of Chemistry and Physics* to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

**The Fredericka L. Stahl Memorial Awards for Excellence in Science** - Judge Haas established these annual cash awards in memory of his wife for excellence in science. The recipients of the awards are determined by a committee of faculty members and



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| October 30 | Monday | |
| October 31 | Tuesday | |
| *Halloween* | | |
| November 1 | Wednesday | |
| November 2 | Thursday | |
| November 3 | Friday | Last day for approved withdrawal from a course with an automatic "W" |
| November 4/5 | Sat/Sun | |

announced at the Spring Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences in consultation with the Dean of Faculty. Students who major in biology, chemistry, and physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

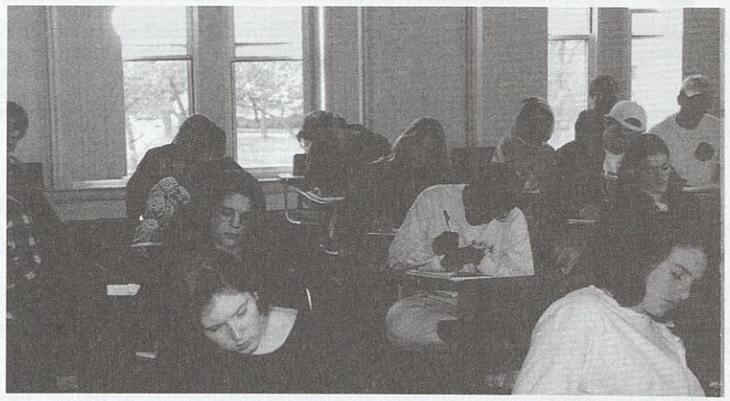
**Merck Organic Chemistry Award** - Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in Organic Chemistry.

### SOCIOLOGY AND ANTHROPOLOGY

**The Leo F. Van Hoey Senior Prize in Sociology and Anthropology** - This prize was established in 1987 in memory of Professor Van Hoey, who served as Chairperson of the Department of Sociology and Anthropology for fifteen years. It is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field and is presented at the Senior Honors Convocation.

### SPANISH

**The María Vélez de Berliner** - Hispanic Circle Award - This award was established by Jordan Berliner to honor his wife, María Vélez de Berliner, a 1987 graduate of Lake Forest College. The award promotes, encourages, and rewards the study of Spanish language and culture. The essay competition is open to all students who have taken or who are taking spanish courses at the 300-level or beyond, and includes others who can prove proficiency at that level, but the contest excludes seniors. The award is presented at the Spring Awards Convocation.





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| November 6 | Monday |
| November 7 | Tuesday |
| *Election Day* | |
| November 8 | Wednesday |
| November 9 | Thursday |
| November 10 | Friday |
| November 11/12 | Sat/Sun |
| *Veterans Day* | |

# SECTION II

## ADMINISTRATIVE OFFICES

**ADMISSIONS -** Patterson Lodge

The Admissions staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

**ALUMNI OFFICE -** North Hall, Fourth Floor

The Alumni Office organizes activities to maintain relations with former students of the College. The Office also has specific programming which facilitates interaction between the Alumni Board of Directors and current students.

**BUSINESS OFFICE -** North Hall, First Floor

The Business Office oversees the Bookstore, Mail Room, Cashier, Facilities Management Department, Print Shop, summer use of facilities, Purchasing and Accounts Payable, and Personnel Offices. In addition, the Business Office is responsible for student health insurance, all internal accounting, budgeting, and accounting for special funds and grants.

**CAMPUS ACTIVITIES -** Commons

The Campus Activities Office plans and sponsors social, cultural and special academic events, maintains the Master Calendar (scheduling and reservations), publicizes via the *Capsule*, distributes complimentary tickets for special events in and around Chicago, arranges trips to cultural and entertainment events in Chicago, sponsors leadership education workshops, and provides services regarding international student I.D.'s.

**CAREER DEVELOPMENT CENTER -** Ravine Lodge

The Career Development Center (CDC) helps students develop career objectives and prepare for post-graduate plans. A wide variety of resources are available to aid the student such as:

- employer information (annual reports, recruiting information)
- reference books on a variety of careers
- graduate school directories and catalogs
- notebooks containing notices of full-time and part-time jobs, internships, special opportunities and programs

The CDC also provides workshops on writing résumés and cover letters, graduate school prep exams, job hunting tips, etc. throughout the year. Through a student/employer database, students receive notice of job opportunities and special programs. Other activities include the CDC Alumni Mentor Program which connects students with Chicago-area alums who share common interests as well as an annual off-campus job fair. There is a $3 charge for each credential packet requested from the CDC.

**COMMUNITY EDUCATION AND GRADUATE PROGRAM IN LIBERAL STUDIES -** Young Hall 222

This office aims to meet the needs of nontraditional-aged students returning to school, both at the undergraduate and graduate levels. It provides academic counseling as well



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| November 13 | Monday |
| November 14 | Tuesday |
| November 15 | Wednesday |
| November 16 | Thursday |
| November 17 | Friday |
| November 18/19 | Sat/Sun |

as other support to nontraditional-aged students. The Graduate Program in Liberal Studies is an innovative liberal-arts program for adults.

**DEAN OF THE COLLEGE** - Young Hall 212

The Dean of the College staff is responsible for residential life (housing, room draw, room changes, and residential groups), residence hall staff, student development programs, academic advising, academic discipline, judicial and disciplinary matters outside the classroom, withdrawal from the College, Orientation, student records, vending, veteran affairs, emergency/off-campus program loans and review of damage charges. In addition, the Dean of the College oversees Campus Activities, the Career Development Center, the Interfaith Center, the Counseling and Health Centers, Food Service, and Campus Security.

**ALUMNI AND DEVELOPMENT**
- North Hall, Third and Fourth Floors

The office of Alumni and Development reaches out to all the College's external constituencies except prospective students and their parents. Its responsibilities include raising financial support; maintaining contact with alumni, past and present parents, and friends; organizing certain events (including Homecoming, Family Weekend, and alumni reunions); establishing and maintaining media relations; and publishing alumni and other publications.

**FACILITIES MANAGEMENT DEPARTMENT** - Facilities Management Building

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool and maintenance. The work operation includes painting, plumbing, electrical, carpentry and engineering staff.

**FINANCIAL AID** - Patterson Lodge

The Office of Financial Aid assists students in evaluating their eligibility for institutional, state, and federal financial aid programs. The Office also coordinates on-campus student employment.

**INFORMATION SERVICES & TECHNOLOGY**- Johnson Science

IST is responsible for all computer, network, and telephone systems. A Username and Password is generated by IST for each student and is required for access to LFC computer and network services. The main computer laboratory is in Johnson Science B 186 and is accessible 24 hours per day. This laboratory includes both Macintosh and MS-DOS-based computers. Lab assistants are available six days per week. Laser printing is available by appointment with the lab assistant. Computer laboratories with both Macintosh and MS-DOS-based computers are available in the following residence halls: Blackstone, Deerpath, Lois, and Nollen. A variety of computer software is available in all the computer laboratories, based on license agreements. This software may not be removed or duplicated for use on privately owned computers. All computer laboratories provide full access to the college's network and to the Internet. Students living in residence halls may request that their personally owned computers be connected to the campus network. Local telephone service is provided for all students living in residence hall rooms, with the student providing his or her own telephone. Long distance service is available, or a student may use a telephone card from his or her own long distance carrier.

**MULTICULTURAL AFFAIRS** - Young Hall 222

The Multicultural Affairs Office assists the LFC community in enhancing diversity on campus as well as providing all students with the resources necessary to make their



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| November 20 | Monday |
| November 21 | Tuesday |
| November 22 | Wednesday |
| November 23 | Thursday **Thanksgiving break (No classes)** |
| *Thanksgiving Day* | |
| November 24 | Friday **No classes** |
| November 25/26 | Sat/Sun |

college experience successful and productive. The office welcomes all members of the college community to participate in the programs sponsored by the Multicultural Affairs Office.

**PERSONNEL** - North Hall 106

This department processes the paychecks of students and regular College employees. Annual W-2 Wage and Tax Statements are issued from this office. All student employees must file annual federal and state W-4 and I-9 statements with Personnel through the Business Office. Student paychecks are issued bi-weekly and are available from the Cashier. Paydays are listed on the time card. Advances for paychecks are issued only when a department head or College Administrator fails to process a time card. Other aspects of student employment, such as assignments, time cards, and rate of pay, are the responsibility of the Financial Aid Office.

**PHYSICAL EDUCATION AND ATHLETICS** - Sports Center and Ice Rink

The athletic program is designed to serve student needs and interests on four levels: intercollegiate competition, intramurals, club sports and non-credit physical education courses. Facilities are available for racquetball, squash, handball, basketball, volleyball, tennis, weight training, hockey, ice skating and swimming. Sign-up sheets are available for the racquetball, handball and squash courts. The men's and women's locker rooms are equipped with saunas. The swimming pool is open when posted, and proper swim attire is required. Facility hours will be posted.

**PRESIDENT** - North Hall, Second Floor

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Dean of Faculty, Dean of the College, Vice-President for Alumni and Development, Vice-President for Business, Director of Multicultural Affairs, and the Director of Athletics.

The President's Office maintains regular College hours. An appointment may be necessary in order to see the President. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

**PROVOST AND DEAN OF FACULTY** - North Hall 209

The Dean of Faculty oversees all academic programs and departments, Community Education, the Registrar, Libraries, the Writing Center, faculty advising, and academic discipline. In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress toward obtaining a degree.

**REGISTRAR** - North Hall 103

This office handles course registration, course information, and transcripts.

**SECURITY** - Commons, Second Floor

The Security Department is dedicated to the safety and protection of the College community. The success of the Security Department in the performance of its duties is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the College community are expected to comply with the directions of Security Officers, and students and their guests are required to present their I.D. cards when requested to do so.



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| November 27 | Monday |
| November 28 | Tuesday |
| November 29 | Wednesday |
| November 30 | Thursday |
| December 1 | Friday |
| December 2/3 | Sat/Sun |

# SECTION III

## CAMPUS SERVICES

**BOOKSTORE -** Commons

The College Bookstore, run by Follett, carries books assigned for courses, leisure reading paperbacks, books by faculty authors, art supplies, school supplies, sundries, T-shirts, greeting cards, magazines and newspapers.

**CASHIER -** North Hall 107

Students can cash checks up to $40 per day and can also pay their bills at the Cashier's window. Students forfeit the right to cash their personal checks if two of their checks are returned by their bank. There is a $20 service charge for any check returned by the bank. If a student loses a paycheck there is a $20 charge to stop payment, reissue, or pay cash. A limited supply of stamps is available for purchase from the Cashier.

**COUNSELING CENTER -** Hotchkiss Hall

Individual counseling is available to students who are experiencing academic, personal, or emotional difficulties. In addition, a variety of workshops are available to all students who may wish to further their personal growth and development. The workshops generally focus on enhancing the effectiveness of one's ability to communicate and relate to others, increasing achievement motivation, managing test anxiety, and improving study skills. Complete confidentiality is absolutely assured, and there is no fee involved for services provided to students

**FAX SERVICES -** Print Shop
Fax transmissions may be made in the College print shop. The charge for outgoing national faxes is $1 per page, for international faxes the charge is $3 per page. All incoming personal faxes cost $1 per set. All personal faxes are COD.

**FOOD SERVICE -** Commons

The Food Service is run by ARAMARK. Menu choices are designed to please the tastes of the majority, while at the same time allowing for some individual preferences. Suggestions and comments from students are welcome.

A student I.D. card with a valid Food Service bar code is required for entry into the dining hall. Meal access privileges are non-transferable. Commuter cards are available for non-resident students. Guests must pay cash for their meals. Students on the meal plan who do not have their ID card with them will have to see a manager. In some cases, a temporary replacement card will be issued.

**HEALTH CENTER -** Sports Center

The College Health Center, in cooperation with Lake Forest Hospital, exists to assist students in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way which is both corrective and educational.

Health care for faculty and staff is not normally provided by the Health Center. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

**Charges**

Services are provided at the Health Center for students who have paid the clinic fee. Scheduled visits at the Health Center with the nurse or physician, dressing changes,



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| December 4 | Monday |
| December 5 | Tuesday |
| December 6 | Wednesday |
| December 7 | Thursday |
| December 8 | Friday |
| December 9/10 | Sat/Sun |

physical examinations, mono spot, rapid-strep, urine tests for pregnancy, wellness teaching and suture removal are included. All other laboratory work, medication, and diagnostic x-rays are not covered by the clinic fee.

**Emergency Service**

In the event of an urgent illness or injury occurring when the Health Center is not open, the student should be seen in the Emergency Department of Lake Forest Hospital.

**Health Records**

All new, transfer, resident and commuter students are required to complete a Medical History Report. A pre-entrance physical examination including a urinalysis, hematocrit and serology with current immunization history is required prior to registration. This should be done by the student's own physician (form included in the Medical History Report). Students will not be permitted to register until the completed Medical History Report with Physical Examination is received by the Health Center.

If a student leaves the College and returns after a period of one year has elapsed, the medical report record must be updated by reporting to the nurse at the Student Health Center for reevaluation. If the student remains at Lake Forest College without leaving for a period greater than one year the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred, or withdrawn, the health record will be kept for no less than five (5) years. The professional staff of the Health Center will chart in the student's health record. The health record will remain a confidential document and information will be released only with the written permission of the student.

**Meals**

In the event that a student is confined to the residence hall by illness or injury, a meal ticket for a sick tray order may be obtained in the Health Center or after hours from the Residence Staff. The sick tray order card will state the length of time for meals and the type of foods the student should receive. This card enables another classmate to bring food from the Cafeteria to the ill student.

**Sports Injury & Team Physicals**

Athletic-related injuries must be seen in the training room by the Head Athletic Trainer. A certified athletic trainer is in attendance at all home events and an experienced student trainer travels with the team to most away contests. If a student-athlete needs medical attention at any other time, the injured student should be taken to the Lake Forest Hospital Emergency Room.

Physical examinations are required of all students who play varsity athletics. New students (freshmen and transfers) who plan to participate in intercollegiate athletics must go through an orthopedic screening performed by the College's team physician. In addition, all new student-athletes must sign a release before a copy of their pre-entrance physical examination can be released to the athletic trainer and coaches. If these requests are not met, students will not be permitted to participate in intercollegiate athletics. Physical examinations for returning athletes are either done at the Health Center by the nurse, physician, and athletic trainer or by their own physician. Physical examination forms can be picked up at the Health Center or training room.

**Health Immunization Policy**

All Lake Forest College students registered for coursework (excluding auditors) must comply with the Illinois State Department of Public Health College Immunization Code and the health immunization policy of Lake Forest College. Proof of Immunization forms are available from the Dean of the College.

The policy requires compliance by the end of the first semester of attendance. Students who are not in compliance with the policy, will have their second semester registration



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| December 11 | Monday |
| December 12 | Tuesday Last day of classes |
| December 13 | Wednesday Reading Days |
| December 14 | Thursday Reading Days |
| December 15 | Friday Final Exams |
| December 16/17 | Sat/Sun Final Exams/Reading Day Sun. |

canceled until they have fulfilled the necessary requirements. A late registration fee will apply.

The Health Center will implement the policy. All exemptions from compliance to the policy must be validated by the Health Center. These exemptions may include medical, age, and religious reasons as stated in the Illinois policy. Requests for exemption must be initiated by the student and completed by November 1 for students entering the school fall semester and by August 1 for students entering the school spring semester.

If a student is not in compliance at the time of withdrawal from the College, the Dean of the College or Community Education Director will mark the student's file clearly in the event readmission should be sought at a later date. Readmission consideration will not be granted until the medical form has been properly executed.

**HEALTH INSURANCE PROGRAM**

All full-time students of the College are required to participate in the base student health insurance program unless a written waiver is presented indicating evidence of equal or superior coverage. Insurance waiver forms may be obtained from the Business Office. Completed waivers must be returned to and approved by the Business Office before September 14 for full cancellation and February 1 for partial cancellation. Because of the low cost, this policy looks first to any other coverage before honoring claims. A voluntary enhanced plan with higher levels of coverage is also available. The provisions of the College Insurance Plan are detailed in separate pamphlets available in the Health Center or the Business Office, and a copy of the brochure is also mailed to all parents. Claim forms are available at the Business Office. It is the responsibility of the student or parent to have completed the proper claim form and to submit it to the Business Office for processing. The College insurance plan is limited and does not cover the cost of private doctor's office visits, dental care (except resulting from injury to sound natural teeth up to $100 per tooth), outpatient diagnostic charges (except resulting from an accident), maternity care or eyeglasses.

The College carries an additional insurance policy for intercollegiate athletic teams; this policy also first looks to other coverage. Charges in excess of those covered by the policy are the responsibility of the individual. Students enrolled in a foreign program abroad are required to have insurance coverage for medical evacuation and repatriation of remains. A separate policy is available. Contact the Business Office.

**LIBRARIES** - Donnelley and Freeman Science

**Reserve Readings**

Teachers often assign readings in the library which are "put on reserve." These are available in both libraries. "Closed" reserves are available in both Donnelley and Freeman libraries. Bring your IDs to the Circulation Desk to use materials on closed reserve. Donnelley "open" reserves are on browsing shelves in the Reserve Reading Room. Materials on reserve are for library use only.

**Course Research Consultation**

Reference librarians, available during most library hours in Donnelley, welcome students seeking help in finding information and ideas for term papers, debates, projects, theses research, etc. For help in Freeman Science library, call the Reference Desk at Donnelley (x5074) and talk to a reference librarian. Students are encouraged to make appointments with the reference librarians for in-depth research.

**Catalogs of Holdings**

The LCS/FBR online catalog provides easy access to books in Donnelley Library. Holdings are also listed for libraries around the state, including the University of Illinois. Dial-up access is available through the campus (PDP-11) computer.

Card Catalog: provides back-up access to LFC book holdings.



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| **December 18** | **Monday** | **Final Exams** |
| *Hanukkah* | | |
| **December 19** | **Tuesday** | **Final Exams** |
| **December 20** | **Wednesday** | **Final Exams** |
| **December 21** | **Thursday** | **Winter recess**<br>**Residence halls and food services closed** |
| **December 22** | **Friday** | **Winter recess** |
| **December 23/24** | **Sat/Sun** | **Winter recess** |

**Illinet Online - LFC's Online Catalog**

Illinet Online provides easy access to books in LFC libraries as well as 42 academic libraries in Illinois, including the University of Illinois. Holdings are also listed for over 800 other libraries in Illinois. Illinet Online can be searched over the network from many sites on campus.

**Other Libraries**

Students can obtain books and articles from other libraries by various means:

a) Interlibrary Loan. Students can order books directly from the 42 member libraries using Illinet Online. The library obtains materials from non-member libraries nation wide at no charge to the students.
b) Visiting other libraries. Many libraries in the Chicago area allow LFC students to use their collections. Some institutions require an infopass. Ask at the reference desk for more information.

**Audio-Visual (A-V)**

Among the services available are:

a) Facilities for individual and group language learning, for individual video and music listening stations (cassette tape, phono disc, and C.D.);
b) video-tape equipment use and viewing related to course work;
c) course use of movie and slide projectors; and
d) Microform reading equipment and copiers (A-V staff provide instructions and assistance for users).

**Smoking and Food or Drink**

Eating and drinking are not permitted. Smoking is permitted only in the smoking room located in the lower level.

**Library Committee**

A faculty/student library committee advises the administration and the College Librarian on library matters. The names of current committee members can be obtained from the College Librarian or the Dean of Faculty's Office.

**LOANS** (For emergencies or off-campus programs)

Loan funds are available from the Dean of the College Office for short-term emergency expenses and to assist students who wish to participate in off-campus study programs, practice teaching, or other academic opportunities directly supported by the College.

Loans will be granted for specifically demonstrable emergency educational or personal expenses (e.g., medical expense, travel expense due to death or illness in the family, etc.). A nominal interest charge is levied for use of these funds, and payment is due no later than the end of the semester in which the loan was granted. Grades and transcripts will be withheld from delinquent accounts.

Funds may not be loaned to pay College bills or other expenses which should normally be anticipated as a cost of attending college (e.g., telephone bills, car maintenance, etc.)

**MAILING SERVICES** - Commons, Lower Level

All mail and packages are received and processed through the college mail room. The service window is open from 10 a.m. to 5 p.m. Monday through Friday, closed Tuesday between 10:25 and 11:25 a.m. for Convocation. Students are assigned a box for the period of time they are in attendance at Lake Forest College. Box numbers and combinations can be obtained at the service window.



| | | |
|---|---|---|
| December 25 | Monday | Winter recess |
| *Christmas Day* | | |
| December 26 | Tuesday | Winter recess |
| December 27 | Wednesday | Winter recess |
| December 28 | Thursday | Winter recess |
| December 29 | Friday | Winter recess |
| December/ January 30/31 | Sat/Sun | Winter recess |

The correct format for addressing incoming mail to a student at LFC is:

Student's Name
LFC Box #0000
555 N. Sheridan Rd.
Lake Forest, IL 60045-2399

Packages may be shipped by USPS or UPS. Please see the Mail Services Brochure for details of these, and other services.

**PRINTING SERVICES** - Young Hall Annex

Photocopiers are available for either self-service or operator assisted copying at a nominal charge. A variety of recycled papers is available for resumes, and matching envelopes are stocked, as well as a selection of colored papers for brochures, announcements and flyers. Professional graphic design services and offset printing is available for student organizations as well as the various College departments. Hours are Monday-Friday, 8:30 a.m. - 5 p.m., closed on Tuesday from 10:25 to 11:25 for Convocation.

**STUDENT EMPLOYMENT**

Students interested in obtaining employment on campus should see the Office of Financial Aid. Student aid recipients whose employment offer reads "federal work-study" will be placed first, however enough positions usually exist to place every student who wants to work. All student employees must have completed W-4 and I-9 forms, which are available in the Business Office.

**VAN RENTAL**

The Facilities Management Department has vans available for rent to recognized student groups. Vehicles may be used only for College-connected and approved activities. Drivers must have a valid **U.S.** operator's license and be certified by the Facilities Management Department as being authorized to drive these vehicles. You **must** re-register each academic year. Drivers must show their valid **U.S.** driver's license everytime and anytime before they drive a college vehicle. The minimum charge is $8.00 for reservations or cancelling a reservation. When making a reservation, the time, account number, the driver's name, approved supervisor, destination and purpose is needed or the reservation can't be held. Any alcoholic beverages or controlled substances being consumed or transported in the vans will result in the person or organization having privileges of driving vans or van rental suspended for one year.

**WRITING CENTER - Carnegie Hall**

The Writing Center offers free tutorial assistance, information, and resources to all students who want to become better writers, or need to cope with unfamiliar writing tasks of every type: short papers, lab reports, business letters, cover letters, research papers, senior theses or letters of application. The Center Director and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance to better organization, outlining and proofreading; English language instruction for non-native speakers and instruction in wordprocessing on microcomputers for beginners and experienced users. Handouts on various aspects of writing are available free of charge, and a well-stocked library of writing handbooks, style manuals and dictionaries may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note: the Writing Center is not a proofreading service, but a place to learn how to write well by doing it.

The Writing Center is open to all members of the campus community at regular hours five days a week, Monday through Thursday afternoon, and Sunday through Thursday evenings. Drop-in visitors are welcomed on a first-come, first-served basis.



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|---|---|---|
| January 1 | Monday | Winter recess |
| *New Year's Day* | | |
| January 2 | Tuesday | Winter recess |
| January 3 | Wednesday | Winter recess |
| January 4 | Thursday | Winter recess |
| January 5 | Friday | Winter recess |
| January 6/7 | Sat/Sun | Winter recess |

# SECTION IV

## RESIDENTIAL LIFE

### ADMINISTRATIVE AUTHORITY FOR HOUSING

Housing and specific room assignments are privileges which may be cancelled, withdrawn, or changed at any time at the direction of the Dean of the College or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

### ARRIVAL AND DEPARTURE TIMES

At the end of the year, resident undergraduates must check out of their rooms 24 hours after their last exam or by noon the Thursday prior to commencement, whichever is earlier. Those graduating are required to leave by noon on the Sunday following Commencement.

All students who are approved to remain on campus must be available to work for a campus department a minimum of five hours both Thursday and Friday. Students working as ushers during Honors Convocation and Commencement must work a minimum of five hours. Students working for campus departments will be paid in accordance with the College policy on student wages. Ushers will be provided meals rather than financial reimbursement for their service.

Unapproved late departure will result in a $50 per day fine, an administrative warning and the cancellation of the housing preference of any individual who fails to meet the requirements stated above.

### HOUSING REFUNDS

Refund policy guidelines are published in the Lake Forest College Bulletin. A student whose withdrawal is effective prior to the end of any semester for which a validation sticker has been affixed to the I.D. card is required to submit his/her I.D. card to the Cashier at the Business Office for removal of the validation sticker. Withdrawal applications as well as refunds will not be processed until the date the validation sticker is removed. Refunds, when appropriate, are given after all library fines, damage charges, etc. have been paid.

**BOARD** is required of all resident students for the full academic year and is so contracted with the food service company. Requests for release from the board plan should be forwarded to the Dean of the College Office with complete medical or religious documentation, which must include a detailed diet signed by a medical doctor or the proper religious leader.

### DAMAGE POLICY AND CHARGES

Damage is defined as any change in the condition of College-owned property occasioned by carelessness, accident or intentional action on the part of students or their guests. At the end of the school year, all rooms will be inspected and occupants will be charged for missing or damaged items. The condition of the room as indicated on the Room Inspection Form completed by the student and/or staff upon moving into the room will serve as the basis for the inspection, when the student no longer resides in the space.

Charges, except in cases vandalism, will be determined by the actual cost (material, labor and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained from outside



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| January 8 | Monday | Winter recess |
| January 9 | Tuesday | Winter recess |
| January 10 | Wednesday | Winter recess |
| January 11 | Thursday | Winter recess |
| January 12 | Friday | Winter recess |
| January 13/14 | Sat/Sun | Winter recess |

of the College when the Facilities Management Department determines that is appropriate. Standards of type and quality of repair are to be determined only by the Facilities Management Department. The minimum charge for screen repair is $25.00.

## VANDALISM

Strong punitive steps will be taken when an individual or group, who cause damage in a public area, is known. If the individual is held responsible for the damage through the judicial system, a punitive monetary amount will be added to the replacement cost of the item(s). (If the individual or group steps forward and accepts responsibility immediately following the damage, only replacement costs will apply.)

## DETERMINING RESPONSIBILITY FOR DAMAGE

If the individual responsible for damage is identified, only that individual will pay. When the responsible individual cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage.

Resultant charges will be processed by the Facilities Management Department through its regular procedures. On a regular basis, the Damage Review Committee (comprised of a representative from the Dean of the College Office, the Facilities Management Department, Security, and a student appointed by the Executive Committee of Student Government) will examine the weekly damage reports and hear any student appeals. The billings will be generated with instructions that the individual(s) being billed may appeal to the Damage Review Committee if desired.

Appeals must be submitted to the Damage Review Committee within 10 working days of the date on the damage charge notice. The Committee has the authority to cancel specific charges, or to levy charges when investigation by the Committee yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Dean of the College Office. If there is no appeal or if the appeal is denied, the charge will be forwarded to the Business Office at the end of the 10-day period.

## DAMAGE CHARGES

Charges within student rooms will be determined by this list whenever applicable, or by the actual cost (materials, labor and overhead) of the replacement or repair of the property damaged, WHICHEVER IS GREATER.

| | | | |
|---|---|---|---|
| Bed Frame | $125 | Paint | $30 (one wall)<br>$125 (room) |
| Chair | $55 | | |
| Closet Door | $165 | Radiator Valve | $100 |
| Desk | $250 | Screen | $50 |
| Door - Refinished | $50 | Shower Curtain | $25 |
| Doorknob and Lockset | $150 | Sink | $125/+labor |
| Dresser | $225 | Smoke Detector | $25 |
| Lamp | $40 | Telephone Jack | $40 |
| Light Fixture | $65 | Toliet | $200/+labor |
| Light Fixture Globe | $35 | Towel Rack | $35 |
| Lock Core | $25 | Tub | $600/+labor |
| Mattress | $90 | Tub - Refinished | $300 |
| Medicine Cabinet | $175 | Wardrobe | $30 |
| Mini Blinds | $65 | Waste Basket | $10 |
| Mirror | $35 | Window | $350 up |
| | | Window Lock | $50 |

## ADDITIONAL FINES/BILLINGS

| | |
|---|---|
| Early Arrivals (prior to opening) | $25 per day |
| Late Departures (after closing) | $50 per day |
| Failure to Properly Check-out | $25 per person |
| Removal of Furniture | $15 per item |
| Dismantle/removal of Lofts | $65 |



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| January 15 | Monday | Registration |
| *Martin Luther King Jr. Day* | | |
| January 16 | Tuesday | Classes Begin |
| January 17 | Wednesday | |
| January 18 | Thursday | |
| January 19 | Friday | |
| January 20/21 | Sat/Sun | |

**FIRE SAFETY**

Fire safety is an issue of paramount importance to all individuals at the College. In order to adequately safeguard lives and property, please do the following whenever the fire alarm sounds:

1. close windows,
2. open drapes and/or shades,
3. turn on lights,
4. close but do not lock doors, and
5. exit quietly and move away from the building.

It is also suggested that you take the following articles:

1. coat (particularly in inclement weather),
2. shoes (appropriate for fire escapes and the elements), and
3. a wet towel (to be used over head and face in the event of smoke or flames).

DO NOT RETURN to the building until you are authorized to do so. Students who fail to vacate the building during a fire alarm will be issued an Administrative Warning.

To continue, in compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines.

1. Room decorations: Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quads. Fire retardant sprays are suggested for all wall coverings.

2. Appliance use in student rooms should be regulated by common sense. Do not overload one outlet with a myriad of extension cords and octopus plugs - an overload could cause an electrical fire. Students may not splice into the electric wiring for any reason.

3. Smoke detectors: Smoke detectors as well as approved extension cords are available at local hardware stores.

4. Trash cans should be kept away from bed coverings and furnishings. Do not store cans in closets. Do not throw cigarettes into trash cans.

5. The following are prohibited:

   a. storage of flammable materials,
   b. storage of newspapers in residence halls,
   c. storage of motor-driven vehicles in residence halls
   d. storage which impedes access to rooms, and
   e. live cut trees.

6. False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authority.

7. Individuals playing with Safety Equipment will be dealt with severely:

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|---|---|
| Fire Extinguisher Glass | $25 |
| Fire Extinguisher (Shot off) | $100 |
| Missing Fire Extinguisher | $125 |
| Exit Light (no glass) | $65 |
| Exit Light Glass | $25 |

8. Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

TO REPORT A FIRE, CALL 911.



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| January 22 | Monday |
| January 23 | Tuesday |
| January 24 | Wednesday |
| January 25 | Thursday |
| January 26 | Friday |
| January 27/28 | Sat/Sun |

## HOUSING CHARGES, CHANGES, AND CHOICES

A. **Room Charge:** Single, double, and quad accommodations are available for $2,380 per person per academic year ($1,190 per billing period).

B. **Room Changes**: Following the second full week of classes and prior to the last four weeks of classes in any term, requests for room changes will be processed by the Dean of the College staff. Consultation with roommates and Residence Staff is expected prior to presentation of room change requests. A list of vacancies is posted in the Dean of the College Office, and a Room Change Request Form must be filed in order to be considered. Approved room changes must be made within 72 hours. The Arrival and Departure Procedures published in this section should be followed, and failure to move may result in cancellation of your request.

C. **Room Selection:** Students who have established a $100 credit balance with the Business Office by April 1, are eligible to select rooms for the following academic year. If the credit balance is established after April 1, but prior to Room Draw, the student will be assigned a number at the bottom of the list of numbers for the student's class. Failure to meet the April 1 deadline will cause a student to be ineligible to exercise squatters rights. A complete schedule of dates for the room selection process will be made available in the Fall.

1. Squatters Rights- upperclasspersons desiring to remain in the room they secured in the room selection process will be permitted to do so if certain criteria are met. The opportunity to squat will take place prior to room draw and specific information will be made available in the Fall.
2. Room Draw- students who are not eligible to squat, or choose not to do so, may select a room through their position on a randomized computer draw list.
3. Housing Wait List- no wait list will be established following the spring selection process. As spaces are available, they will be filled.

Students who want housing at any other time should complete a Housing Request Form at the Dean of the College Office. During the academic year, assignments will be made as soon as possible and as space becomes available.

Individuals who have filed an off-campus application may not participate in Room Selection. Students living off-campus at the time of the draw will be presumed to be off-campus students for the coming term unless they make their change in status known to the Dean of the College staff prior to April 1.

D. **Vacancies in Residence Hall Rooms:** When students have a vacancy in their room, one of three things may happen:

1. The current resident(s) living in the room may find someone she/he would like as a roommate. If they agree, they should approach DOC together and request a room change, so the friend can fill the vacancy. This should be done as soon as the vacancy occurs.
2. The current resident(s) can wait and take his/her chances of enjoying the extra space. If she/he does this, she/he is taking the risk of being assigned someone new. At any time, a new roommate assignment can take place from the Dean of the College Office.
3. At some point, DOC will probably fill the vacancy with a student who needs a room change or is just moving onto campus. Once DOC starts the process of assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific.



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| January 29 | Monday | Last day for permissible change of registration<br>Last day to register for credit/ D/fail option |
| January 30 | Tuesday | |
| January 31 | Wednesday | |
| February 1 | Thursday | |
| February 2 | Friday | |
| February 3/4 | Sat/Sun | |

E. **Residents(s) Rights:** A student living in the residence halls has a right to live, sleep, and study in an environment free from a roommate's sexual activities. If a student engages in sexual activity in the presence of his/her roommate and without that person's explicit agreement to this activity, then that roommate has the right to file a complaint against that student through the Dean of the College Office. If this conduct is confirmed, it may lead to the student being reassigned to another room on campus or losing campus housing privileges completely.

F. **Summer Housing** is available only for the following:

1. students attending summer school at LFC, or
2. students employed at least 25 hours per week on campus.

Applications are available at the Dean of the College Office and Campus Activities and are due in April. Late applications will be accepted if space is available. The cost of summer housing is determined in the spring and a deposit must accompany the application. Summer residents must vacate the campus within 48 hours of termination of College employment or the completion of classes.

G. **Off-Campus** approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Dean of the College Office. Freshman may obtain an off-campus release if (a) pursuing an educational project (e.g. tutoring in return for room and/or board), or (b) eligible for a work/live-in arrangement with a local family during the release period. The applicant must submit a written statement which describes the terms and conditions of (a) or (b) with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

H. **Married Students:** The College has no provisions for housing students who are married, or for housing students with infants or young children. Such students must make arrangements on their own.

I. **RESIDENT TO NON-RESIDENT**
FALL SEMESTER:

1. A student who has gone through the spring room selection process (room selection, squatters' rights, etc) and decides to change residential status from a resident to a non-resident and notifies the Dean of the College Office by July 1st, will lose the $100 deposit.
2. If the student informs the Dean of the College Office between July 1st, and the last day of registration, he/she loses the $100 room deposit and will be charged an additional $150.
3. If the student informs the Dean of the College after the last day of registration for the fall semester, he/she will lose the $100 deposit and be charged $150 plus pro-rate room and board costs.

SPRING SEMESTER:

4. A student who informs the Dean of the College Office of a change in residential status from a resident to a non-resident and notifies the Dean of the College Office by December 1, will not be penalized.
5. If the student informs the Dean of the College Office after December 1, and no later than the last day of registration, he/she will by charged $150.
6. If the student informs the Dean of the College after the last day of registration for the spring semester, he/she will lose the $150 penalty and pro-rated room and board costs.

**KEYS**

Key Pick-up Residence Hall room keys are available from the Residence Staff when you check-in and should be returned to the Residence Staff when you check-out. A room key is issued to each student.

Lost Key Charges An individual losing a room key will be billed $25 and the lock on the door will be changed.



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| February 5 | Monday |
| February 6 | Tuesday |
| February 7 | Wednesday |
| February 8 | Thursday |
| February 9 | Friday |
| February 10/11 | Sat/Sun |

Academic Keys Student requests for academic keys must be accompanied by two signatures on the associated key card; one signature must be from the sponsoring professor, the other from the Dean of the Faculty's office. All academic keys must be returned to Facilities Management by May 1 unless the sponsoring professor provides a letter indicating the period that the key will be needed. The charge for keys not turned in by May 1 will be $25 per key. The student is responsible for the key and the fine. Students are not allowed to return keys to their professor or to drop unidentified keys into Facilities Management's key slot.

**RESIDENTIAL GROUPS**

Every resident student has a right to draw any available space as determined by the Dean of the College Office. Therefore, residential groups must serve significant purposes to warrant residence hall space that is set aside. A group of no less than twenty students may apply to the Dean of the College Office for residential group status. At least half of these students (ten) must be full members of the organization.

It is the responsibility of each residential group to keep these twenty spaces fully-occupied as outlined above for the entire academic year. When a vacancy occurs, the organization shall have two working days from the initial notification by the Dean of the College Office to fill the space. The first time an organization fails to meet this guideline, the penalty shall be the loss of lounge privileges for thirty days, effective immediately. If an organization fails to meet this criteria a second time in the same academic year, the organization shall lose lounge privileges for the remainder of that academic year.

There are two lounges, Red and Black and the Mojekwu Lounge, which are designated for academic and multi-cultural affairs respectively. These lounges are specifically assigned to Red and Black and the United Black Association because they embody two highly regarded aspects of the mission statement of the College. These organizations, within their constitutions, invite the use of their lounges by other groups with similar intentions. This policy was developed, thoroughly discussed, and is supported by the College Life Advisory Board. Spring, 1995.

A. **Selection** criteria will be determined by the Dean of the College Office. Current criteria include the following:

   1. potential contribution to the College community,
   2. rationale for the unit,
   3. benefit to individual members, and
   4. benefit to non-member residents.

   More complete information concerning selection criteria and evaluation procedures is available from the Dean of the College Office.

B. **Applications** are due in February and are available in the Campus Activities Office. Applications will not be considered if unpaid damage charges exist on the respective accounts in the Business Office.

C. **Governance** will be the responsibility of a leader or leaders elected or appointed by each residential group. Groups are accountable to the Dean of the College Office for the actions of group members and their involvement in the residence halls. Groups will be reviewed annually by the Dean of the College Office. Groups are expected to adhere to all College policies, though supervision of more stringent guidelines will be the responsibility of group members. Whenever an infraction occurs, group leaders will be required to discuss the incident with a member of the Dean of the College staff. Infractions range in seriousness from minor violations (e.g. violating quiet hours) to major violations (e.g. violating prohibitions against hazing, negligence, or drug use). Sanctions for infractions will be determined by the Dean of the College staff. These may include, but are not limited to, warning, probation or disbandment.

   **Warning:** A summary of the incident and its resolution and/or a written warning will be sent to the faculty advisor as well as to the president of the group, and will be placed on file for consideration when the group reapplies for residential group status.

   **Probation:** The group may be placed on probation for a period of time to be specified by the Dean of the College. Probation may result in loss of lounge space.

   **Disbandment:** The residential group may be disbanded permanently.



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| February 12 | Monday |
| *Lincoln's Birthday* | |
| February 13 | Tuesday |
| February 14 | Wednesday |
| *Valentine's Day* | |
| February 15 | Thursday |
| February 16 | Friday |
| February 17/18 | Sat/Sun |

D. **Fraternities and Sororities:** Fall under the general guidelines of all residential groups but have in addition certain regulations specific to them.

1. Fraternities and Sororities are to be reviewed each semester by the College Life Advisory Board. This review will focus especially on their obligation to have at least three off-campus and three on-campus service activities each semester.
2. The Panhellenic Council coordinates fraternity and sorority activities on campus. It consists of elected representatives from each fraternity and sorority. The Director of Campus Activities serves as an advisor to this group.
3. The Panhellenic Hearing Board consists of the faculty/staff advisors for all fraternities and sororities. It is chaired by the Associate Dean of the College and meets both to find ways to facilitate quality Greek life on campus and to adjudicate alleged violations of College policies by these same groups. The guidelines for these meetings fall within the purview of the Dean of the College Office. The decisions of this group are recommendations to the Dean of the College.

E. **Rush and Pledging:** Rush consists of activities which take place prior to selection of members. Pledging consists of activities which take place after an individual has been invited to join an organization. Rush and pledging activities must follow the guidelines outlined below.

1. Alcohol may be offered at one rush activity. There is to be no alcohol present at any other pledge/rush activity.
2. The president of each residential group is to present a calendar of rush/pledge activities to the Dean of the College Office for approval at least one week prior to the first event.
3. During the fall semester, rush activities are to be limited to three events.
4. All bids to join residential groups will be given on one weekend. This weekend will be determined prior to the end of the first semester by the Dean of the College Office acting on the recommendation of the Panhellenic Council.
5. Pledge activities cannot begin until bids are extended and must end no later than the Thursday prior to midterms.
6. No rush/pledge activity is to take place off-campus without written approval of the Dean of the College Office.
7. No rush/pledge activity may distract the attention of a class away from the educational process.
8. Pledging activities are not permitted in the dining hall.
9. All students invited to join a residential group requiring a rush/pledge period must have a minimum cumulative grade point average of 2.0 as well as a 2.0 the semester prior to pledging. It is the responsibility of each residential group to submit a list of interested students to the Dean of the College Office at least one week prior to extending bids. Individual grade point averages will not be released; the Dean of the College Office will simply indicate whether or not those on the list meet this requirement.
10. Students may not sleep in lounges.

All active members of the residential group, as well as the pledges themselves, are obligated to use good judgement during the pledging process. Specifically, it is expected that those participating in this process will get adequate sleep and attend all classes. Activities which interfere with academic performance or classroom decorum are prohibited. As a general rule, the group pledge director should consult regularly with the Dean of the College Staff prior to and during the pledge period to ascertain that proposed activities are consistent with College policies.

F. **Space Responsibilities:** Residential group members are responsible for their lounge, hallway, and balcony areas when these areas are accessible primarily to members or guests of the group. In addition, residential group members are responsible for public areas directly connected to group space (e.g. the corridor outside a group



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| February 19 | Monday |
| *Washington/ Lincoln Day* | |
| February 20 | Tuesday |
| February 21 | Wednesday |
| February 22 | Thursday |
| *Washington's Birthday* | |
| February 23 | Friday |
| February 24/25 | Sat/Sun |

lounge, the stairwells and hallways leading to a lounge) during the registered or de facto hours of a group function that is open to members and guests. Thereafter, proprietary responsibility rests with the Residence Staff and/or all residents of the building. The test for residential group responsibility is reasonableness.

Unit members are expected to take reasonable steps in the planning of events to insure the safety of persons and property. It is reasonable to expect that the consumption of alcoholic beverages will be controlled by group members. It is reasonable to expect group members to escort "problem" people out of the residence hall, not just out of the lounge or room. It is reasonable to expect designated group members to serve as host/bouncer/sergeant-at-arms type persons during group functions.

G. **FACULTY ADVISORS:** Every Residential Group is required to have a faculty advisor. It is the responsibility of the President of each organization to meet at least once a month with their advisor(s). Organizations failing to meet these requirements will be referred to CLAB where they face the possible loss of all campus privileges, including recognition as a student organization.

**RESIDENTIAL REGULATIONS AND SERVICES**

**Antennae:** Radio or television antennae placed outside students' rooms are prohibited.

**Appliances:** Students are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Air conditioners are not allowed in any College residence hall.

**Barbecues** must be used outdoors, away from buildings, and in an appropriate container. Barbecues are prohibited on balconies, and briquettes or fluid may not be stored in student rooms.

**Bicycles** must be parked in assigned areas inside and outside the residence halls. Bicycles should be registered with the City of Lake Forest which can be done at the Campus Security Office.

**Candles** may be used during religious holidays and at other times if enclosed in a glass chimney and used with extreme care. Strobe candles are prohibited, and no candle should be kept burning when occupants are asleep or out of the room.

**Decorations** should be guided by good sense. Mini blinds cannot be removed from windows. Occupants are fully responsible for damages to their room. Nothing can be drilled, nailed or screwed into the walls, ceiling or floor.

**Furniture** in Lois, Deerpath, Blackstone, Harlan and Nollen must remain in the room at all times. Residents in other halls may request furniture removal by filling out a work order through their Residence Staff. Furniture should never be removed from the room by residents.

**Guests**: All guests must have a Guest ID card. These are available either from the Residence Staff or from Security. Guests may share resident facilities for periods up to 72 hours per month. Any guest not having a Guest ID card is subject to arrest for trespassing. Any student hosting a guest without a Guest ID card is subject to judicial action.

**Housekeeping and maintenance** services are the responsibility of the residents who are expected to help maintain a clean, healthy living environment in the hall. Problems should be reported to the Residence Staff who will contact the Facilities Management Department. The Facilities Management Department will only accept Work/Repair Orders requested by the Residence Staff. Housekeeping services are provided in bathrooms (except Head Resident apartments), hallways, and other public areas.



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| February 26 | Monday — Warning grade reports due |
| February 27 | Tuesday |
| February 28 | Wednesday |
| February 29 | Thursday |
| March 1 | Friday |
| March 2/3 | Sat/Sun |

**Laundry** facilities are provided in all residence halls.

**Lofts** and bunk beds are allowed in the residence halls only if they are freestanding. They cannot be drilled, nailed, screwed or attached to the walls, ceiling or floor in any hall. Lofts found not to be freestanding will be dismantled. Damage and other dismantling charges will be billed to the residents.

**Lounges** are located in all residence halls and the cleanliness of lounges is the responsibility of all students. Removal of furniture is prohibited and subject to disciplinary action. Replacement or moving charges will be assessed against anyone who removes lounge furnishings.

**Microwaves** are prohibited.

**Painting** of residence hall rooms is prohibited. Any changes to the walls and ceiling will be the resposibility of the residents.

**Pets** are strictly prohibited in residence halls or other public areas.

**Quiet Hours** in Nollen are 24 hours a day, 7 days a week. In Blackstone, Deerpath, Harlan and Lois quiet hours are 24 hours from 5PM Sunday through 5PM Friday. On Saturday and Sunday they are from 2AM to 10AM. In Gregory, McClure, Moore, and Roberts quiet hours begin at 9PM and end at 10AM, Sunday through Thursday. On Saturday and Sunday they begin at 2AM and end at 10AM.

Noise levels should conform to reasonable standards allowing the pursuit of academic objectives at all times. At no time should amplification equipment or noise be directed outside the individual room or placed on the balcony. Courtesy, cooperation and the excercise of individual responsibility are expected at all times.

**Residence Staff:** Each residence hall has at least one Head Resident and one or more Resident Assistants who are members of the Dean of the College staff. These persons are responsible for the operation and management of the residence halls; development of in-residence programs; communication between residents and the faculty / staff concerning academic, social or personal matters; and the general conduct of individual residents.

**Shipping** to the College should be in care of the student, and shipped items may be claimed at the mailroom. Shipping to and from the College is entirely at the owner's risk.

**Smoking** is allowed in student rooms only with the consent of all roommates. Smoking is prohibited in the hallways and all public areas of the building.

**Storage** on campus is at the owner's risk. The College cannot be responsible for damage to or theft of articles left on campus. Each residence hall has designated storage space. For your protection, all items must be boxed, dated, and labeled. Belongings cannot be stored for individuals not registered for classes at the College. Unidentified materials will be disposed of in order to maintain maximum usable space. In the spring, items for the following year should be stored in the residence hall to be occupied in the fall.

**Water beds** are permitted in Gregory, McClure, Nollen, Roberts, and the annexes of Blackstone and Harlan. Engineering limitations prohibit water beds anywhere else on campus.



| | |
|---|---|
| March 4 | Monday |
| March 5 | Tuesday |
| March 6 | Wednesday |
| March 7 | Thursday |
| March 8 | Friday |
| March 9/10 | Sat/Sun **Mid-term break** **Residence halls open/food services closed** |

## RIGHTS AND RESPONSIBILITIES OF RESIDENTS

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions.

1. Rooms may be inspected for general physical conditions and/or damage, as well as for fire safety or health standards, when written notification has been given 24 hours in advance or when the student has requested inspection or repair work.
2. Rooms may be inspected during vacation periods.
3. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared.
4. When there are noises or disturbances which may affect others.
5. When, under the authority of the Dean of Students Office, there is evidence that College requlations have been violated. Such evidence is to be based upon direct observation of the violation or upon report from an identifiable source.

Any school official who is legitimately in a student's room may react to any violation of the law or the regulations of the College based on visible evidence--e.g. stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Any kind of physical search, however, can be authorized only by court authority or by permission of the Office of the Dean of the College. A physical search involves opening drawers and/or closets, examining the contents of clothing articles, etc. To obtain permission from the Dean of the College Office for a physical search, application must be made to one of the deans specifying the reasons for the search and the objects or information sought. The student occupant(s) should be present, if possible, during such a search.

Students who believe that these procedures have been violated in any way should bring their complaint directly either to the Dean of the College or the President of the College.

| | | |
|---|---|---|
| March 11 | Monday | Mid-term break |
| March 12 | Tuesday | Mid-term break |
| March 13 | Wednesday | Mid-term break |
| March 14 | Thursday | Mid-term break |
| March 15 | Friday | Mid-term break |
| March 16/17 | Sat/Sun | Mid-term break |

*St. Patrick's Day*

# SECTION V

## POLICIES AND PROCEDURES

### ACTIVITY FEE FUNDING GUIDELINES

The Activity Fee is determined by the Administration of the College and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College allocates the fee to Student Government once a year. Recommendations for the disbursement of these funds is made by Student Government, and the Dean of the College must approve the budget before any expenditures may be made.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced, and to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and / or procedures are being violated, or for the best interests of the College.

A review may be held at any time at the request of either Student Government or the Administration, and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Advisory Board, which shall report its findings to the Office of the Dean of the College.

#### Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a) maintenance of a representative Student Government;
b) encouragement of responsible Student Government, through procedures which recognize and reflect individual expressions of funding priorities;
c) maintenance of an effective, community-wide communication system on campus (e.g. *The Stentor*, WMXM);
d) support of a comprehensive program of community-wide cultural activities;
e) encouragement and support of a residence hall program which includes residential groups;
f) encouragement and support of sub-groups within the total community which contribute to the strength and diversity of the entire community.

#### Procedures

a) The Budget of Student Government shall be set annually by the Government in the spring of each year.
b) All accounts of Student Government will be maintained within the College's accounting system and will be subject to semi-annual review by the College's Business Officer.
c) All programs, events, publications, etc. supported by the Activity Fee shall be open equally to all members of the College community.
d) All expenditures must be in compliance with civil law and College rules.
e) Neither Student Government nor organizations granted "economic autonomy" may engage in deficit spending.
f) No Activity Fee funds may be used to purchase alcoholic beverages.

### AIDS POLICY

It is the policy of Lake Forest College that students, faculty and staff shall not be discriminated against on the basis of exposure to or infection by the Human Immunod-



| | |
|---|---|
| March 18 | Monday |
| March 19 | Tuesday |
| March 20 | Wednesday |
| March 21 | Thursday |
| March 22 | Friday |
| March 23/24 | Sat/Sun |

efficiency Virus which causes AIDS. Individuals who have been infected by the AIDS virus shall be afforded every reasonable opportunity to pursue their course of studies or employment as long as they are physically and mentally able to do so. All decisions regarding accommodation of infected individuals shall be made on a case-by-case basis and with the benefit of competent medical and legal advice. All information regarding infected students, faculty or staff shall be treated as confidential. In addition, this policy specifically provides for the following:

1. The President shall assign to appropriate administrators the responsibility to represent the College in all inquiries about the AIDS Policy, as well as for the implementation of related educational programs and support services, and shall designate those responsible for coordinating AIDS programs and services from the College's several constituencies.

2. Students and employees of the College who have been infected by the AIDS virus as indicated by a confirmed "positive" antibody test result and follow-up medical examination are encouraged to report their status to the office of the President, who shall retain final authority for approving accommodations which might affect the academic progress, housing assignments and/or schedules of those individuals.

3. The President, acting through appropriate administrators, will be responsible for advising persons infected with the AIDS virus (a) of available treatment, counseling resources and practices recommended to reduce the risk of transmitting the AIDS virus to others, (b) of procedures to follow in the event of a medical emergency, and, (c) in the case of students (and their roommates), of available optional housing assignments which will include a single room choice.

4. Individuals who are infected by the AIDS virus and who knowingly engage in "unsafe" behaviors which place fellow members of the College community at increased risk of infection may be subject to disciplinary action, up to and including suspension or expulsion.

5. The policy of the College regarding confidentiality of records shall be applied to all information, correspondence and data regarding students or employees known to be infected with the AIDS virus.

6. Where it is determined based upon competent medical authority that AIDS infected employees or students can safely and ably pursue their course of studies or employment, all members of the College community will be required to assist the College in implementing the obligation to refrain from discrimination against any such individual.

7. Sanctions for violations of this policy may be appealed through the appropriate grievance procedure, but final authority for dismissal or termination from the College for a violation of this policy shall rest with the President.

## ALCOHOL POLICY

The State of Illinois requires that persons be 21 years of age or older to purchase, possess or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons are in violation of Illinois law. The College expects students to conform to these laws and to recognize that the campus is not exempt from the laws of the state of Illinois. Lake Forest College, however, is not a law enforcement agency and therefore cannot assume official responsibility for enforcing the state liquor laws. College regulations reflect not only the law but larger issues stemming from the use and abuse of alcohol in our national culture.



| | | |
|---|---|---|
| March 25 | Monday | Last day for approved withdrawal from a course with an automatic "W" |
| March 26 | Tuesday | |
| March 27 | Wednesday | |
| March 28 | Thursday | |
| March 29 | Friday | |
| March 30/31 | Sat/Sun | |
| *Palm Sunday* | | |

**Regulations:**

1. Responsible Use of Alcohol

   a. Individuals

   Alcohol abuse endangers student lives and is inconsistent with the educational purposes of the College. It is therefore considered a serious violation of College policy. Alcohol abuse may be manifested by behavior ranging from loss of motor control or slurred speech to vomiting or loss of consciousness. A first offense subjects individuals to an Administrative Warning and a required meeting with the Dean of the College, followed by a two-session mandatory evaluation of their use of alcohol. A second offense brings students to disciplinary action by the Drug and Alcohol Hearing Board with a minimal sanction of a Judicial Citation. A third offense shall ordinarily lead to a recommendation of suspension by the Board. [Note: The voluntary submission for medical or counseling review shall be considered a mitigating factor in the consideration of a sanction.]

   b. Organizations

   Organizations sponsoring events at which beer and wine are served are responsible for assuring that their guests do not abuse alcohol and that all the regulations pertaining to the consumption of alcohol contained in the Facility Reservation Form are followed. Failure to exercise such responsibility will cause the organization to forfeit its privilege to host social functions over a period of time to be determined by the office of the Dean of the College and may result in discipline up to and including the disbandment of the organization.

   The regulations stated in the Facility Registration Form are these:

   I. Activities of a party nature are discouraged during the day and evening preceding a class day, but when approved will be limited to 35 people. Alcohol is not permitted at these events and the space must be vacated by 11 p.m.

   II. Activities involving more than 35 people must be approved by noon on the Wednesday prior to the event. Activities involving fewer than 35 people must be approved by noon on the day when the event is to be held.

   III. The Facility Reservation Form must include the signature of at least two students who agree to be the student hosts. Hosting entails attending the event from beginning to end and insuring that the function proceeds in accordance with College policies. These students must be twenty-one or over and are responsible for checking LFC student identification and supervising conduct. Student hosts may not consume alcoholic beverages during the event.

   IV. Fire and safety occupation limits must be observed for any activities in residence hall lounges and plans for such activities must include the recognition of these limits.

   V. No alcoholic beverages other than beer in cans and wine may be served.

   VI. The College requires that a minimum of 50% of the total spent on alcohol at any social event be used for the purchase of non-salty food and equally attractive non-alcoholic beverages. No school funds (this includes the money from student fees) may be used for the purchase of alcoholic beverages and no alcohol may be sold at the function. Reference to alcoholic beverages may not be used in advertising the event.

   VII. At weekend events, alcohol may not be served before 9:00 p.m. nor after 1:30 a.m. and the space must be vacated by 2 a.m.



| | |
|---|---|
| April 1 | Monday |
| April 2 | Tuesday |
| April 3 | Wednesday |
| April 4 | Thursday |
| *Passover* | |
| April 5 | Friday |
| *Good Friday* | |
| April 6/7 | Sat/Sun |
| *Easter* | |

VIII. Only resident students may reserve residence hall facilities.

IX. If alcohol is served, the event may be open only to LFC students, faculty, and staff.

X. Each campus organization may sponsor a maximum of six events per semester at which alcohol is served. This figure includes all events the organization may be involved with (as sponsors or co-sponsors) in any of the approved locations on campus.

XI. Facilities may be reserved in a given residence hall on only one of the two weekend nights.

XII. Host groups are responsible for cleaning the areas in which the social event took place. This clean-up must meet the standards of Facilities Management and the Office of the Dean of the College. In public venues, e.g. Commonplace and the ice rink, arrangements must be made in advance with Facilities Management for a clean-up by members of their custodial staff. Host groups are responsible for any damages in and around the reserved area.

2. Locations where consumption of alcohol is permitted

Consumption of alcoholic beverages is permitted only in private rooms, in reserved lounges of residence halls, in Commons and in the Alumni Memorial Field House (the ice rink) as specified below. No kegs, party balls or bulk containers of any kind are permitted anywhere on campus. No drinking games of any sort are permitted in these or any other areas of the campus. No paraphernalia connected with drinking games - e.g. beer bongs or funnels - are permitted on campus.

a. Private Rooms

Students are responsible for their own conduct, and that of their guests in individual rooms. Room doors must be shut at all times when alcohol is being consumed. The occupants of the room and their guests will be subject to disciplinary action for the violation of any of these rules as well as for excessive noise or overcrowding.

b. Lounges

Lounges may be reserved for social functions through the office of the Dean of the College. These functions must be "invite only" with a total guest list that is consonant with the capacity of the reserved lounge as determined by fire safety authorities and publicly posted in each lounge. Only students with Lake Forest College ID's may attend and the occupancy limits must be observed at all times. No alcoholic beverages other than beer in cans and wine may be served.

c. Ice Rink

The ice rink may be used once in the early fall and once in the late spring for an all-campus functin with alcohol. Only students with Lake Forest College ID's may attend; any students 21 years of age or older must be given bracelets or have their hands stamped to indicate that they are of legal drinking age. No alcoholic beverages other than beer in cans and wine may be served.

d. Commons

Commons may be reserved for all-campus functions with alcohol. These events must be sponsored in conjunctin with the Campus Activities Office, although that office will in no way be involved with the purchase or serving of alcoholic beverages. The Pierson Rooms are the only area in which alcohol may be served or consumed. Only students with Lake Forest College ID's indicating that they are 21 years of age



| | |
|---|---|
| April 8 | Monday |
| April 9 | Tuesday |
| April 10 | Wednesday |
| April 11 | Thursday |
| April 12 | Friday |
| April 13/14 | Sat/Sun |

may enter the Pierson Rooms at these times. No alcoholic beverages other than beer in cans and wine may be served.

3. Senior Parties

   The senior class may schedule up to four parties, restricted to seniors and guests, at which alcoholic beverages other than beer and wine may be served.

   Violations of these regulations, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and may be referred to the Conduct Board for disciplinary action, including suspension or expulsion from the College.

4. Athletics: Varsity, Junior Varsity, Intramural, and Club Sports.

   Alcohol is not permitted at any college sponsored athletic event. Alcohol is therefore prohibited in locker rooms, in vehicles traveling to and from games, in hotels, and at team meals. Any student found in violation of this policy will be subject to sanctions as determined by the athletic department; such discipline can be no less than suspension from participating in the next game or contest and may result in suspension for an entire season.

**Education Program:**

1. Freshmen orientation will include a session for all freshmen on responsible alcohol use and an explanation of College regulations.

2. A required meeting of all officers of campus sororities and fraternities will be held each fall, to discuss responsible drinking patterns and to explain College regulations; any unexcused absence of a sorority/fraternity officer will result in removal of party privileges for three months.

3. A review of the College regulations with the faculty at the first faculty meeting each academic year.

**Evaluation:**

This policy will be evaluated following Spring vacation in the following manner:

1. The Office of the Dean of the College will submit to the President a statistical summary of alcohol-related discipline cases heard before the Drug and Alcohol Hearing Board and the Conduct Board by no later than April 1. The Dean will also request an evaluation from the Counseling Center.

2. The President shall request a report from the head resident of each residence hall, describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by April 1.

3. The Student Government will be invited to submit its evaluation of the effectiveness of the regulation.

4. After summarizing these evaluations, the President will share the material with the College Council, and following discussions will modify the regulations as appropriate.

**ATHLETIC ADVISORY COMMITTEE**

1. Duties:
   The Athletic Advisory Committee (AAC) may be convened at anytime by the chairperson to discuss any matters affecting the athletic department.



| | |
|---|---|
| April 15 | Monday |
| April 16 | Tuesday |
| April 17 | Wednesday |
| April 18 | Thursday |
| April 19 | Friday |
| April 20/21 | Sat/Sun |

2. Composition:
   a. The AAC will consist of the following people.
      i. One team captain chosen from each of the 15 varsity sports for men and women. In case there is more than one captain for a given sport, the team members shall decide which captain shall serve on the AAC.
      ii. One member from intramural sports.
      iii. One member from club sports.
      iv. One member at large, not involved in organized athletic activities.
      v. The elected Chairperson, if no longer a captain of a varsity sport.

   b. Selection of members and chairperson
      i. At the conclusion of each varsity season, a new captain shall serve on the AAC until the next year's varsity season ends.
      ii. The members of each of the three latter categories are to be selected by the Executive Committee of Student Government by March 1.
      iii. Within ten days after the first day of classes of the fall semester, the Athletic Director shall call a meeting of the AAC to elect its chairperson for that academic year.

3. Personnel Policies Subcommittee:
   There shall be a personnel policies subcommittee, elected by the full AAC, to meet at the call of the Athletic Director (or when warranted by the President or his/her representative) to advise on matters of staff hiring and review. This subcommittee shall consist of:
   a. three elected members - two from the varsity captains (one man and one woman), and one from the other three categories of membership; and
   b. a fourth member may be added temporarily, as circumstances warrant, depending on the task at hand.

4. Periodic Review:
   The AAC will be subject to periodic review by the College Council.

**Club Sports Committee**

The Club Sports Committee is a joint student/administrative committee that receives matching funds from both the Student Government and the College to support a comprehensive club sports program. Student Government refers funding requests for sports-related activities to this committee.

There are four members of the Club Sports Committee, including one student from the student body at large. This student is selected by the Executive Committee of Student Government in the spring term prior to the year that the student will serve on the Club Sports Committee. Applications are available to all students returning for the following academic year. The selection of the student member of the Club Sports Committee takes place at the same time as selections to the Trustee committees in the spring term. Other members of the Club Sports Committee include representatives from the Athletic Department, Student Government, and the Administration. Applications for Club Sports funds should be forwarded to the Club Sports Committee. These funds shall be distributed at the discretion of the Club Sports Committee.

**COMMONS**

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Campus Activities Office. Please note the following Commons regulations:

1) animals are not permitted in the building,
2) furniture may not be moved from one room to another except when approved by staff personnel,
3) no one is permitted to remain in the building after closing hours, and
4) solicitations are prohibited except under solicitation guidelines in this section.



# Federal Trafficking Penalties - Marijuana

As of November 18, 1988

| Quantity | Description | First Offense | Second Offense |
|---|---|---|---|
| 1,000 kg or more; or 1,000 or more plants | **Marijuana** Mixture containing detectable quantity* | Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual. | Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than $8 million individual, $20 million other than individual. |
| 100 kg to 1,000 kg; or 100-999 plants | **Marijuana** Mixture containing detectable quantity* | Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual. | Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than $4 million individual, $10 million other than individual. |
| 50 to 100 kg | **Marijuana** | Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual. | Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million other than individual. |
| 10 to 100 kg | **Hashish** | | |
| 1 to 100 kg | **Hashish Oil** | | |
| 50-99 plants | **Marijuana** | Not more than 5 years. Fine not more than $250,000, $1 million other than individual. | Not more than 10 years. Fine $500,000 individual, $2 million other than individual |
| Less than 50 kg | **Marijuana** | | |
| Less than 10 kg | **Hashish** | | |
| Less than 1 kg | **Hashish Oil** | | |

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

# Controlled Substances - *Uses & Effects*

| DRUGS/ CSA SCHEDULES | | TRADE OR OTHER NAMES | MEDICAL USES | DEPENDENCE Physical | DEPENDENCE Psychological | TOLERANCE | DURATION (Hours) | USUAL METHODS OF ADMINISTRATION | POSSIBLE EFFECTS | EFFECTS OF OVERDOSE | WITHDRAWAL SYNDROME |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **NARCOTICS** | | | | | | | | | | | |
| Opium | II III V | Dover's Powder, Paregoric Parepectolin | Analgesic, antidiarrheal | High | High | Yes | 3-6 | Oral, smoked | Euphoria, drowsiness, respiratory depression, constricted pupils, nausea | Slow and shallow breathing, clammy skin, convulsions, coma, possible death | Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating |
| Morphine | II III | Morphine, MS-Contin, Roxanol, Roxanol-SR | Analgesic, antitussive | High | High | Yes | 3-6 | Oral, smoked, injected | | | |
| Codeine | II III V | Tylenol w/Codeine, Empirin w/Codeine Robitussan A-C, Fiorinal w/Codeine | Analgesic, antitussive | Moderate | Moderate | Yes | 3-6 | Oral, injected | | | |
| Heroin | I | Diacetylmorphine, Horse, Smack | None | High | High | Yes | 3-6 | Injected, sniffed, smoked | | | |
| Hydromorphone | II | Dilaudid | Analgesic | High | High | Yes | 3-6 | Oral, injected | | | |
| Meperidine (Pethidine) | II | Demerol, Mepergan | Analgesic | High | High | Yes | 3-6 | Oral, injected | | | |
| Methadone | II | Dolophine, Methadone, Methadose | Analgesic | High | High | Yes | 3-6 | Oral, injected | | | |
| Other Narcotics | I II III IV V | Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin[2] | Analgesic, antidiarrheal, antitussive | High-Low | High-Low | Yes | 12-24 | Oral, injected | | | |
| | | | | | | Yes | Variable | Oral, injected | | | |
| **DEPRESSANTS** | | | | | | | | | | | |
| Chloral Hydrate | IV | Noctec | Hypnotic | Moderate | Moderate | Yes | 5-8 | Oral | Slurred speech, disorientation, drunken behavior without odor of alcohol | Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death | Anxiety, insomnia, tremors, delirium, convulsions, possible death |
| Barbiturates | II III IV | Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital | Anasthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent | High-Mod. | High-Mod. | Yes | 1-16 | Oral | | | |
| Benzodiazepines | IV | Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium Tranxexe,, Verstran, Versed, Halcion, Paxipam, Restoril | Antianxiety, anticonvulsant, sedative, hypnotic | Low | Low | Yes | 4-8 | Oral | | | |
| Methaqualone | I | Quaalude | Sedative, hypnotic | High | High | Yes | 4-8 | Oral | | | |
| Glutethimide | III | Doriden | Sedative, hypnotic | High | Moderate | Yes | 4-8 | Oral | | | |
| Other Depressants | III IV | Equanil, Miltown, Noludar, Placidyl, Valmid | Antianxiety, sedative, hypnotic | Moderate | Moderate | Yes | 4-8 | Oral | | | |
| **STIMULANTS** | | | | | | | | | | | |
| Cocaine[1] | II | Coke, Flake, Snow, Crack | Local anesthetic | Possible | High | Yes | 1-2 | Sniffed, smoked, injected | Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite | Agitation, increase in body temperature, hallucinations, convulsions, possible death | Apathy, long periods of sleep, irritability, depression, disorientation |
| Amphetamines | II | Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol | Attention deficit disorders, narcolepsy, weight control | Possible | High | Yes | 2-4 | Oral, injected | | | |
| Phenmetrazine | II | Preludin | Weight control | Possible | High | Yes | 2-4 | Oral, injected | | | |
| Methylphenidate | II | Ritalin | Attention deficit disorders, narcolepsy | Possible | Moderate | Yes | 2-4 | Oral, injected | | | |
| Other Stimulants | III IV | Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2 | Weight control | Possible | High | Yes | 2-4 | Oral, injected | | | |
| **HALLUCINOGENS** | | | | | | | | | | | |
| LSD | I | Acid, Microdot | None | None | Unknown | Yes | 8-12 | Oral | Illusions and hallucinations, poor perception of time and distance | Longer, more intense "trip" episodes, psychosis, possible death | Withdrawal syndrome not reported |
| Mescaline and Peyote | I | Mexc, Buttons, Cactus | None | None | Unknown | Yes | 8-12 | Oral | | | |
| Amphetamine Variants | I | 2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB | None | Unknown | Unknown | Yes | Variable | Oral, injected | | | |
| Phencyclidine | II | PCP, Angel Dust, Hog | None | Unknown | Unknown | High | Days | Smoked, oral, injected | | | |
| Phencyclidine Analogues | I | PCE, PCPy, TCP | None | Unknown | Unknown | High | Days | Smoked, oral, injected | | | |
| Other Hallucinogens | I | Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn | None | None | None | Unknown | Variable | Smoked, oral, injected, sniffed | | | |
| **CANNABIS** | | | | | | | | | | | |
| Marijuana | I | Pot, Acapulco Gold, Grass, Heefer, Sinsemilla, Thai Sticks | None | Unknown | Unknown | Moderate | Yes | 2-4 | Smoked, oral | Euphoria, relaxed inhibitions, increased appetite, disoriented behavior | Fatigue, paranoia, possible psychosis | Insomnia, hyperactivity, and decreased appetite occasionally reported |
| Tetrahydrocannabinol | I II | THC, Marinol | Cancer chemotherapy antinauseant | Unknown | Unknown | Moderate | Yes | 2-4 | Smoked, oral | | | |
| Hashish | I | Hash | None | Unknown | Unknown | Moderate | Yes | 2-4 | Smoked, oral | | | |
| Hashish Oil | I | Hash Oil | None | Unknown | Unknown | Moderate | Yes | 2-4 | Smoked, oral | | | |

[1] *Designated a narcotic under the CSA.* [2] *Not designated a narcotic under the CSA.*

| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|---|---|---|---|---|---|
| April 22 | April 23 | April 24 | April 25 | April 26 | April 27/28 |



# Federal Trafficking Penalties

As of November 18, 1988

| CSA | PENALTY 2nd Offense | PENALTY 1st Offense | Quantity | DRUG | Quantity | PENALTY 1st Offense | PENALTY 2nd Offense |
|---|---|---|---|---|---|---|---|
| I and II | Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than $4 million individual, $10 million other than individual. | Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $2 million individual, $5 million other than individual. | 10-99 gm or 100-999 gm mixture | METHAMPHETAMINE | 100 gm or more or 1 kg[1] or more mixture | Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than $4 million individual, $10 million other than individual. | Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than $8 million individual, $20 million other than individual. |
| | | | 100-999 gm mixture | HEROIN | 1 kg or more mixture | | |
| | | | 500-4,999 gm mixture | COCAINE | 5 kg or more mixture | | |
| | | | 5-49 gm mixture | COCAINE BASE | 50 gm or more mixture | | |
| | | | 10-99 gm or 100-999 gm mixture | PCP | 100 gm or more or 1 kg or more mixture | | |
| | | | 1-10 gm mixture | LSD | 10 gm or more mixture | | |
| | | | 40-399 gm mixture | FENTANYL | 400 gm or more mixture | | |
| | | | 10-99 gm mixture | FENTANYL ANALOGUE | 100 gm or more mixture | | |

| | Drug | Quantity | First Offense | Second Offense |
|---|---|---|---|---|
| | Others[2] | Any | Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million not individual. | Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million not individual. |
| III | All | Any | Not more than 5 years. Fine not more than $250,000 individual, $1 million not individual. | Not more than 10 years. Fine not more than $500,000 individual, $2 million not individual. |
| IV | All | Any | Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual. | Not more than 6 years. Fine not more than $500,000 individual, $2 million not individual. |
| V | All | Any | Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual. | Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual. |

[1]Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

[2]Does not include marijuana, hashish, or hash oil. (See separate chart.)

## DEPARTMENT/ORGANIZATIONAL FUNDRAISING

College policy allows departments and organizations to work with the Development Office to seek external financial support for special projects. Those seeking to raise funds off-campus must adhere to the following guidelines:

1) Departments and organizations must first secure approval of the Dean, Vice President or Director to whom they report. Students must secure approval of the appropriate instructor, faculty adviser, coach or Athletic Director.
2) Departments and organizations should then contact the Director of Development to discuss the proposed project, review the list of people and/or organizations to be solicited, and develop a fundraising strategy. Each department and organization will be responsible for implementation, related expenses and acknowledgement of gifts. Each request will require approval of the External Fundraising Committee.
3) If necessary, the departments and organizations will work with the Business Office to create an appropriate account. All checks must be made out to Lake Forest College.

4) Donors will return their gifts to the Develpment Office so that they can be recorded and given to the Business Office to deposit into the assigned account.

## DRUG POLICY

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

1. use, possession, sale or distribution of illegal substances;
2. abuse of over-the-counter or prescription drugs; and
3. possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Dean of the College Office and, as necessary, to the Drug Hearing Board.

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY REQUIRED BY THE FEDERAL GOVERNMENT FOR A DRUG-FREE SCHOOL

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school.

1. **Prohibited Conduct**
   The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

2. **Applicable Legal Sanctions**
   a. The Illinois Criminal Code classifies drug-related offenses (e.g.: manu facture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or X felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses.

| Category of Offense | Monetary Fines | Imprisonment |
|---|---|---|
| Class A Misdemeanor | $1000 | Up to 1 year |
| Class 4 Felony | Up to $15,000 | 1 to 3 years |
| Class 3 Felony | Up to $150,000 | 2 to 4 years |
| Class 2 Felony | Up to $200,000 | 3 to 7 years |
| Class 1 Felony | Up to $250,000 | 4 to 15 years |
| Class X Felony | Up to $500,000 | 6 to 60 years |



| | | |
|---|---|---|
| April 29 | Monday | Last day of classes |
| April 30 | Tuesday | Reading Days |
| May 1 | Wednesday | Reading Days |
| May 2 | Thursday | Final Exams |
| May 3 | Friday | Final Exams |
| May 4/5 | Sat/Sun | Reading Days |

b. The applicable Federal penalties and sanctions for illegal possession of a controlled substance are given on the attached Appendix A.

3. **Counseling Services and Rehabilitation Program**
The use of illicit drugs and the abuse of alcohol may result in serious health consequences. A discription of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) is given on the attached Appendix B. A summary description of health risks associated with alcohol are given on the attached Appendix C. For more information, consult pamphlet, *Drugs and the Body*, which is available in the Personnel Office. Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance. Employees with group health insurance coverage should refer to the booklet, *Your Group Benefit Plan*, for coverage on drug and alcohol treatment. In addition, the Personnel Office has available as a reference resource, *Human Services for Lake County People.*

4. **College Sanctions and Penalities**
Lake Forest College employees and students found in violation of the prohibitions set forth in their respective *Handbooks* will be subject to disciplinary action up to and including termination or suspension and possible referrral for prosecution. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. **Biennial Policy Review**
This policy will be biennially reviewed by College Council to determine its effectiveness and to recommend changes to the program to the President if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Source: "What Works: Schools Without Drugs (1989)
U.S. Department of Education

**FEDERAL REGULATIONS AND GRIEVANCE PROCEDURES**

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.



| | | |
|---|---|---|
| May 6 | Monday | Final Exams |
| May 7 | Tuesday | Final Exams |
| May 8 | Wednesday | Final Exams |
| May 9 | Thursday | |
| May 10 | Friday | |
| May 11/12 | Sat/Sun | Commencement Sat. |
| *Mother's Day* | | |

I. **Sex Discrimination**

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

A. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

B. Procedures:

1) Individuals with a grievance should discuss the grievance with the Dean of the College.

2) Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

3) The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

II. **Handicap Discrimination**

Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

A. Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred, under Section 504 of the Rehabilitation Act of 1973, grievance should be handled in the following manner:

a) Individuals with a grievance should notify the Assistant to the President of their grievances, in writing, within seven days of the alleged incident.

b) Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

**FIREARMS/FIREWORKS/DANGEROUS WEAPONS**

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes pellet guns, BB guns, slingshots, knives and fireworks.

**FOOD SERVICE COMMITTEE**

The Food Service Committee is a committee of Student Government which meets regularly with Food Service Management and monitors all on-campus operations of the food service contractor. The Committee provides a forum in which suggestions and recommendations may be aired and forwarded to food service personnel for their action.



| | |
|---|---|
| May 13 | Monday |
| May 14 | Tuesday |
| May 15 | Wednesday |
| May 16 | Thursday |
| May 17 | Friday |
| May 18/19 | Sat/Sun |

The Executive Committee of the Student Government will appoint three students (two of whom must be General Assembly members) to oversee the Committee and report back to the General Assembly on a weekly basis. These three students will in turn form a committee which will be open to no more than ten interested students from the Lake Forest College community, a representative from the Dean of the College Office, and a representative from the food service who will sit ex officio. The Committee, once formed, will elect its own Chairperson.

## HAZING

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off College premises, intentionally designed to produce mental or physical harm, discomfort, or harassment. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions which interfere with academic goals, coerced drinking, and any other activities which are not consistent with the guidelines, regulations, and/or policies of the College.

Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of the College staff may administer sanctions which include but are not limited to warnings, probation, or disbandment of organizations. (See "Residential Groups.")

## IDENTIFICATION CARD

The ID card must have a current validation sticker attached in order to be valid. It must be presented upon request to any College official, Security Officer, Residence Staff member, Librarian, and at campus functions (e.g. residential group parties) or facilities (e.g. Sports Center, Library, Dining Hall) where identification is necessary.

The ID card should be carried at all times. It is furnished by the College for use as a means of personal identification as a Lake Forest College student and represents membership in the College community.

ID cards are available at the Security Office on weekdays between 9:00 a.m. and 4:00 p.m. Replacements for lost or damaged cards are available upon payment of a $10 (cash) charge. ID cards are not transferable, and misuse or alteration of a Lake Forest College ID card will result in disciplinary action.

## JUDICIAL SYSTEM

The Judicial System is an integral part of our educational process in two ways: it provides those students who administer it a learning opportunity, and it requires of all students responsible behavior. Lake Forest College's judicial authority originates in the Board of Trustees and the President of the College. Changes in this document may be recommended by the College Council to the President.

Lake Forest College is committed to maintaining a diverse campus community, characterized by mutual respect. The College recognizes that each member of this community brings with him or her cultural values and norms unique to the individual. Within this context, the status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain rules and regulations designed to protect and promote a learning environment, to maintain order, and to control adverse behavior that infringes on the rights and freedom of others. A college education is primarily academic and intellectual in nature, but it also includes the development of values which translate into responsible behavior.

The judicial system at Lake Forest College is designed to support and protect student rights, your own and those of others. The system works for you as *complainant* or *respondent*.



**complainant** - one who commences a personal action or investigation to obtain a remedy for an injury to his/her rights; the complaining party. In some cases, the College serves as the complainant.

**respondent** - one who responds (the accused) or is liable to be called on in response to a complaint.

Judicial procedures at Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and College regulations, both courses of action can be pursued. The judicial procedures of a private institution are not set up to provide the "due process" rights one has in a court of law, but the "fair hearing" rights consonant with a collegial community. Students should contact the Office of the Dean of the College and/or make an appointment to discuss specific concerns with a dean.

When there is an alleged violation of College regulations, the student involved may receive a Judicial Summons, which requires that the student report to the Dean of the College Office within 24 hours (or the next working day). The Judicial Summons is not a sanction; its purpose is to inform the student that a violation of College regulations may have occurred and is under investigation. One of the deans, but not the Dean of the College, will discuss the alleged violation with the student and try to determine his/her level of involvement, if any. The dean may then:

1. drop the charge,
2. settle the issue by mediation,
3. affirm an Administrative Warning,
4. issue the further sanctions of a Social Contract, a Judicial Citation, or loss of housing privileges in and access to a particular residence hall, or
5. send the matter to the Conduct Board. In all cases, the respondent may request the matter be brought to the Conduct Board for a hearing. The investigating dean shall inform the Conduct Board of all findings and sanctions through a monthly report, without revealing respondent identities.

**Minor violations** of the College regulations (including but not limited to open alcohol outside of buildings, abusive drinking, excessive noise) shall be dealt with through the issuance of Administrative Warnings by a Security Officer, Dean of the College staff member, or authorized Librarian. Administrative Warnings shall remain on record for the semester in which the warning occurred and the following two semesters. Summers do not count as semesters; consequently, an Administrative Warning received in the summer lasts for the next three semesters (i.e. fall, spring, and fall). The accumulation of three Administrative Warnings in this time frame makes the student subject to removal from campus housing.

**Major violations** of College regulations shall be considered by a Dean's Hearing, the Conduct Board, the Drug and Alcohol Hearing Board, or the Sexual Harassment Hearing Board. Major violations include but shall not be limited to the following:

1. physical or verbal abuse, including sexual harassment, acquaintance rape, intimidation, or any other conduct threatening the health or safety of any person;

2. disorderly conduct, public obscene actions, the disruption of legitimate activities of the College, behavior which interferes with the free speech or the rights of access to College facilities of any member of the College;

3. abusive, insulting and/or inflammatory comments or actions based upon race ethnicity, religion, gender, handicap or sexual orientation;

4. theft or vandalism involving personal or College property;

5. unauthorized entry or use of College facilities;

6. forgery, alteration, or misuse of College documents, records, or identification;

7. perjury through the conscious furnishing of false information to College officials, the Conduct Board, the Drug and Alcohol Hearing Board or the Sexual Harassment Hearing Board;

8. violation of public laws or College regulations pertaining to firearms, incendiaries, explosives, and other dangerous items;

9. failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official; and

10. possessing or trafficking of illegal drugs.

**Dean's Hearing**

Any student may bring a complaint, specifically of a very private nature (e.g. acquaintance rape or other irresponsible sexual behavior), directly to the Dean of the College. The Dean may attempt mediation. If the student wants to carry the complaint further, he/she must then submit the case to the Conduct Board.

**Sexual Harassment Hearing Board** (See Sexual Harassment Statement)

**The Conduct Board**

A. Composition - The Conduct Board shall be composed of two students (plus one alternate), one member of the professional or managerial staff (plus one alternate), one faculty member (plus one alternate), and an Associate or Assistant Dean of the College, who will act as the procedural advisor. Students interested in serving on the Board should apply in the spring to the Office of the Dean of the College. The student candidates will be interviewed and selected by the current Board members. The faculty members shall be selected by the Faculty Personnel Policies Committee; these names shall then be submitted to the President for final approval. The staff members shall be selected by the Office of the Dean of the College. This entire selection process should happen early enough in the spring to allow for training sessions before the end of the academic year. The Chairperson of the Conduct Board shall be elected by the voting members of the Board, including alternates. The procedural advisor is a non-voting member of the Board.

B. Quorum: Five members constitute a quorum; with the exception of the dean, the other four members may be any combination of those eligible to serve, though the normal expectation consists of two students, one faculty member, and one staff member. Alternates, who may attend meetings as non-voting members, may participate in discussions. A member of the Board may ask not to serve on a particular case for reasons of possible conflict of interest.

C. End of term and summer procedures - Violations of College policy from the last week of classes in one term through the first week of classes in the next term shall ordinarily be handled by the Dean of the College or his/her appointed alternate. The student charged may request a hearing by a special committee appointed by the Dean of the College consisting of two students, one faculty member, one member of the professional or managerial staff, and one Assistant or Associate Dean of the College.

D. The Hearing-Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson shall recommend any further procedural



guidelines which do not contradict what is stated in this document. The hearing is closed. A tape shall be made of the hearing and shall be kept nine months. The Conduct Board may summon any member of the College community as well as any other person. If a student does not appear when summoned, the Conduct Board may impose a sanction. For faculty members and administrators who do not appear, sanctions up to letters of censure may be recommended. All witnesses before the Conduct Board may be questioned by the respondent and/or the respondent's counsel, a representative from the Office of the Dean of the College, and members of the Conduct Board.

In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions.

E. Respondent's Rights
The respondent shall have the right to:

1. obtain assistance from the Office of the Dean of the College whenever the complainant is advised to consult local officials;

2. see a written charge against him/her prior to the hearing and written notice of the time and place of the hearing;

3. testify and present evidence, present a reasonable number of witnesses in his/her behalf and have an opportunity to question adverse witnesses;

4. present up to two character witnesses, have one counsel (who must be a member of the College) present at the hearing at all times while the respondent is before the Conduct Board (the Chairperson of the Board should be advised of plans to have a counsel present); and

5. tape his/her own hearing in addition to the official tape.

Formal rules for legally admissible evidence shall not apply; however, evidence must conform to basic standards of fairness and be pertinent to the charge. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard proof for determining guilt. The burden of proof rests with the party bringing the case. The Board shall find the respondent guilty when there is a high probability that the facts as presented constitute a violation of College policy.

A respondent's previous conduct record shall not be made available to the Board until after the decision of guilt has been made, and may be used only in the assignment of a sanction.

At least three members of the Conduct Board must vote to convict for a respondent to be found guilty; the Chairperson shall vote only in case of a tie.

**Sanctions**

A. **Administrative Warning Sanctions:** Whenever possible, an Administrative Warning shall be given in person at the time of the incident; however, it may be delivered to a student through the campus mail. Receipt of an Administrative Warning shall require the student to report to the Office of the Dean of the College the next working day, at which time a dean shall review the incident.

1. Upon validation of a first warning, notification shall be given to the student, the student's academic advisor(s), and the Director of Security; a record shall also be placed in the student's personal file.

2. Upon validation of a second warning, the Dean of the College shall notify the student's parents or legal guardian in addition to the aforementioned. Within two working days after validation of the second warning, the student may submit a written appeal of the first and/or second warning to the Conduct Board. Failure to appeal within this time prohibits the student from a review of either of these warnings at any future time.

3. Upon validation of a third warning, the student is subject to removal from campus housing. Any appeal of the eviction and/or the third warning, must be filed in the Office of the Dean of the College within 24 hours. If removal from campus housing is upheld, no refund shall be given the student for a paid room fee. Respondents are subject to other sanctions, either instead of or in addition to removal from campus housing. Residential students (in addition to eviction) and non-residential students shall be subject to the assignment of a Social Contract, Judicial Citation, or Severe Citation.

B. **Major Sanctions**

1. **Social Contract:** a flexible sanction deemed appropriate to the violation. A social contract generally involves service to the College community or restitution. A member of the Dean of the College Staff shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. Failure to comply will result in further sanctions.

2. **Judicial Citation:** a sanction informing the respondent that if he/she is ever (or for a specified period of time) convicted of violating a College regulation again, suspension shall be automatic as the least possible penalty. The designated Board shall state the suspension period applicable to the second violation.

3. **Severe Citation:** a sanction which, in addition to the provisions of the Judicial Citation, excludes a student from all extracurricular activities as stated by the designated Board on a case-by-case basis.

4. **Removal from Campus Housing**: a sanction involving loss of the on campus housing privilege and, in some cases, excluding the student from access to the residence halls.

5. **Expulsion** is a sanction that may be appealed to the President of the College within forty-eight hours of the Conduct Board's decision. Expulsion is suspension with no option for readmission.

   Suspension and removal from campus housing are sanctions that may be appealed to the Dean of the College within forty-eight hours of the Conduct Board's decision.

   Any respondent may also appeal to the Dean of the College, in a similar manner, alleged violations of procedure involving the judicial system.

   Suspension entails removal of a student both from classes and from the campus for a determined period of time (but at least for the remainder of the semester), after which readmission is possible, though by no means automatic.

   Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. Expulsion shall have the same consequences on the transcript as suspension.



Students on financial aid who are suspended or expelled should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Records of judicial action are destroyed upon graduation except in instances of suspension or expulsion. These remain as a permanent part of the student's record and are described by the word conduct to distinguish them from similar action taken for academic reasons. Students under suspension are not permitted to withdraw from the College in order to avoid the recording of a suspension.

No refunds are available to students who are removed from campus housing, suspended, or expelled. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College.

**Drug and Alcohol Hearing Board**

The Drug and Alcohol Hearing Board shall hear all cases involving alleged violations of the drug and alcohol policies referred by the Office of the Dean of the College and decide upon appropriate action based on testimony offered by the Dean of the College (or a designated Associate/Assistant Dean) and by the accused. Once the Dean has acted, the Board shall be required to meet and render its decision within seven calendar days.

A. Composition - The Drug and Alcohol Hearing Board shall be composed of two faculty and one upperclass student plus one faculty and one student alternate appointed by the President upon recommendation from the FPPC and the Executive Committee of Student Government respectively. Board members shall serve two-year staggered terms and the chairperson shall be designated by the President.

B. Process - The Drug and Alcohol Hearing Board shall operate according to the same guidelines as the Conduct Board and may impose any of the sanctions available to the Conduct Board. As part of this process, the Dean may request or the student may present results of appropriate and timely laboratory assessments. Decisions of the Drug and Alcohol Hearing Board concerning the facts of the case must be unanimous; recommendations shall be by majority vote of the Board.

C. Role-The Drug and Alcohol Hearing Board exists to deal quickly, effectively, and fairly with the dangers incurred by our community through student possession and use of illegal drugs and alcohol.

**Code of Confidentiality**

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

**Reporting**

Regular reports of the decisions of the Conduct Board and the Drug Hearing Board should be submitted to the Stentor by the Dean of the College; these reports list charges, decisions, and sanctions but do not include names. Recommendations for the future should be submitted by these groups to the College Council.

**Diversity**

Individuals or committees involved in nominating candidates for positions on the Conduct Board, Drug and Alcohol Hearing Board, and the Sexual Harassment Hearing Board should strive for diversity in gender, ethnic, and racial representation.

## NETWORK SERVICES

Request to set up network services, such as gopher, mail, world-wide-web, ftp and news servers, should be made to the director of Information Services and Technology. Requests should include cost, justification, hardware and software requirements and availability, and a list of contributors including the server administrator. All requests will be reviewed by the Information Services Advisory Committee who will then make a recommendation to the Director of Information Services and Technology.

General: LFC's network exists for the primary purpose of transmitting and sharing information. It is the policy of LFC to provide the broadest possible access to the Internet to all members of the LFC community. This is accomplished through connectivity to the LFC network. Any traffic that exits the LFC network to the numerous other networks to which LFC is connected must conform to the acceptable use policies governing those networks. Acceptable Use Policies for any and all networks to which LFC is connected are available on the Internet. LFC is a member of netIllinois and its service provider, CICnet. The CICnet Acceptable Use Policy is available from Information Services and Technology.

**Acceptable Use:** All traffic originating at a LFC node, or connected via another network site, including state networks and other connections, shall be for purposes of, or in support of:

- research
- education
- state, local, or national government affairs;
- economic development, or
- public service

**Unacceptable Use:** It is not acceptable to use the LFC network for any purpose which violates U.S. or state laws or other Lake Forest College policies.

It is not acceptable to use the LFC network so as to interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising; propagation of computer worms or viruses; and using the network to make unauthorized entry to other computational, information, or communications devices or resources.

**Enforcement and Violations:** In case of an alleged violation of this policy, the Director of Information Services will provide the Information Services Advisory Committee (ISAC) with an explanation of the nature of the violation together with supporting evidence. If ISAC finds that the evidence and circumstances of the violation warrant further investigation, the chair of ISAC will inform the appropriate campus judicial body and / or official and submit relevant materials. ISAC may also recommend the immediate suspension of LFC network services for any individual being investigated for violations of this policy. In the event that the entire Information Services Advisory Committee (ISAC) is unabailable to address a serious apparent violation of the above policy, the Director of Information Services and Technology will consult with those members of ISAC who are available, as well as those principal administrators of the college who are available, to determine is the alleged violator should be immediately suspended from access to LFC network services.

## NO SMOKING POLICY

In order that the campus be in large measure a "clean air" one, it is the policy of Lake Forest College to limit cigarette, cigar and pipe smoking to certain locations of the campus; in such areas not specifically designated as smoking areas, courtesy to those who do not smoke is expected.



Violations of the no-smoking policy are to be reported to one's immediate supervisor or the individual responsible for the building or facility, only after the violation has been brought to the attention of the individual smoking by the individual who wishes to file a complaint.

One or more no-smoking clinics will be held each Fall, providing opportunity for an individual to gain help in terminating a smoking habit.

Cigarettes will not be sold on the College campus.

### NO SMOKING REGULATIONS

Smoking is not allowed in public places on the Lake Forest College campus, with the exception of a few specially designated smoking areas. The designated no-smoking areas on campus are:

**Classrooms,** with no exceptions;

**Commons,** with the exception of the balcony of Commonplace, the Faculty Lounge, and one of the Pierson rooms in which smoking will be allowed and which by special provision may by reservation be used by staff and their guests; (Note: The Campus Security Department and the work area of the Mail Room shall be considered as private office space, with smoking allowed in those areas if all workers agree.)

**Library,** with the exception of the single smoking study lounge on the second floor;

**Chapel,** with no exceptions;

**Lounge areas,** with only the following exceptions:

a) In residence halls, any lounge which is approved for smoking by a three-fourths vote of the students using that lounge, such a vote to be taken each fall and monitored by the Dean of Students Office;

b) In the Commons, the Faculty Lounge (if approved by vote of the faculty) and the balcony of Commonplace.

**Sports Center and Hockey Rink,** with the exception of private offices;

**Theatre,** with the exception of the stage area (for plays), the lobby, and private offices.

**Facilities Management Department,** with the exception of the lounge, which by three-fourths vote of those using the lounge (monitored by the Director) may be declared a smoking area, and private offices.

Areas where smoking may be permitted (if there is sufficient support among the users):

Private rooms or offices, including rooms in residence halls. (Note: Students may elect a roommate who smokes or doesn't smoke.) When employees share an office, all individuals who share that space must agree before it can be designated a smoking area.

**Certain lounge areas,** specifically designated as smoking areas in this policy or by vote of the users.

This policy does not apply to Glen Rowan.

## PRIVACY STATEMENT

1. **Directory Information**
The amendments to the Family Privacy Act make it possible to release "Directory Information" to any parties without the written consent of the student. As stated in the

Federal Register, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the name of the student's parents and academic advisor, and other information routinely published in the College Directory. Within the first fifteen days of classes in the fall, a student who wishes to restrict release of "Directory Information" should give written notification to a member of the Dean of Students staff.

2. **Information to Parents/Legal Guardians of Dependent Students**
The College does not need a dependent student's written consent to send his or her parents/legal guardians the following information: College bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. **Confidential Information**
Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of Students.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Students.

## PROPERTY LOSS OR DAMAGE

Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, stereo sets and clothing. If a student sustains a loss, the College cannot be held liable for the replacement of such loss. It is recommended that the student make arrangements for insurance to cover personal belongings.

In the event that there is a possibility of negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department, and a claim filed with the student's insurance company. This is not a valuation procedure; it merely establishes the fact of loss and possible College action.

College negligence will subsequently be reviewed. Those claiming such negligence must advise the Business Office, in writing, and send a copy to the Office of the Dean of Students.

If settlement is made, the recipient must sign a statement that no reimbursement has been received or will be received from the insurance company.

## RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College.

No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way prevent students from exercising their right to demonstrate peacefully.

## RESERVATION OF CAMPUS FACILITIES

Room reservations for on-campus activities are made through the following offices:
Sports Center - Director of Athletics
Coffeehouse, Holt Chapel, the Pierson Rooms and Commonplace - Campus Activities



**All other rooms** in academic buildings, including McCormick Auditorium, Wood Lounge, and Hotchkiss Hall Auditorium, are reserved as follows:

1. for scheduling every day of the week, contact the Dean of Faculty, and
2. for scheduling McCormick Auditorium, Wood Lounge, and Hotchkiss Hall Auditorium after 5:00 p.m. and on weekends, contact the Campus Activities Office.

For the rental of any room or building on campus to an outside person or group contact the Director of Conferences who handles reservations for housing of visiting lecturers and professors.

## SAFETY AND SECURITY

Despite the relatively low crime rates in its surrounding communities, Lake Forest College regards the safety and welfare of its students, faculty, and employees as one of its highest concerns. Although the College has implemented the following policies and programs to increase campus security, individuals are reminded that they must assume responsibility for their own safety and that of others.

**Reporting Criminal Activity:** Students are encouraged to report accurately and promptly all criminal or emergency incidents to the Security Department. All incidents are reviewed by the Director of Security and, where appropriate, a referral is made to local and state police departments. All incident reports are channeled to the President, Vice-President for Enrollment Planning, Vice President for Business, and the Dean of Students office.

**Campus Security Personnel and Local Law Enforcement Authorities:** The Lake Forest College security officers have no official police power but utilize citizen's arrest authority if a situation requires the immediate detention of an individual. The Security Department has established a close working relationship with the Lake Forest Police and Fire Departments as well as with the Illinois State Police.

**Security Information Programs:** As part of its student orientation program each fall, the College presents an informational lecture by security officers which is designed to inform students and employees about the College's security procedures, to encourage individuals to be responsible for their own security and that of others, and to assist individuals in the prevention of crime.

**Campus Facilities:** Access to all campus facilities, buildings, and residences is restricted to Lake Forest College students, faculty, employees, and their guests. The exterior doors to all campus residence halls are designed and equipped to remain locked twenty-four hours a day and are frequently checked by security officers. As an additional protection, resident housing staff and campus security officers patrol the residence halls and their exterior areas daily.
**Alcohol and Drugs:** The College's policies regarding the possession, use and sale of alcohol and drugs can be found in the "Substance Regulations" section of the Student Handbook.

## SEXUAL HARASSMENT STATEMENT

### Policy

It is the policy of Lake Forest College to maintain the College community as a place of work and study for staff, faculty and students free of sexual harassment. The violation of this policy by members of the College community, and all third-party individuals who serve the College community, can result in discipline and discharge for employees; discipline and dismissal of students; and such penalties, sanctions, and impositions against other individuals or parties as may be available to the College given the nature of the contractual or business relationship that may be established with such parties or individuals.

Sexual harassment complaints may only be processed under the terms of this policy and such complaints may not be presented or processed through any other internal complaint resolution or grievance procedure.

**Definition**

Sexual harassment is defined as unwelcome sexual advances (heterosexual or homosexual), requests for sexual favors (heterosexual or homosexual), and other verbal and physical conduct of a sexual nature when (1) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing, or of creating an intimidating, hostile or offensive working or educational environment. An offensive or hostile environment will be judged to exist only where the offensive conduct continues over a period of time; a single or isolated instance is insufficient to establish a valid "offensive environment" claim.

Individuals who have been harassed as defined above because of their sex or sexual preference have recourse to formal and informal grievance procedures through the Sexual Harassment Hearing Board.

**Sexual Harassment Hearing Board**

The establishment of a Sexual Harassment Hearing Board was approved by the Board of Trustees on December 13, 1986. The Hearing Board is composed of eight standing members, appointed by the President to staggered terms of two years each, after consulting with the Faculty Personnel Policies Committee, the Officers of Student Government, and the officers of the Employees Advisory Representatives Committee (EAR). The President shall select the standing members of the board for their sensitivity to the issues with which the Board deals and the respect they command within the College community. All members of the community may nominate individuals for board membership provided the nominees are willing to serve if appointed. Ideally, the standing members of the Board will be composed of equal numbers of men and women, and will include at least two students, two members of the faculty, two members of the exempt administrative staff, and two members of the non-exempt bi-weekly administrative staff.

No more than four members of the standing board will hear any case involving sexual harassment as designated under the section, "The Hearing." The two student board members may only be selected to hear cases in which a student is involved as either complainant or accused. In all other cases, the Hearing Board may be selected only from the remaining six board members.

The chairperson of the Board shall be designated by the President.

**Initiating a Complaint**

A complaint of sexual harassment must be initiated within 180 days of the alleged harassment or culminating incident of harassment. A member of the College community may talk with any standing member of the Board about sexual harassment. Board members will provide information about the review procedures and their possible outcomes. A board member may encourage an individual to talk directly with the person whose behavior has given rise to the complaint. Provided the complainant agrees, a Board member may discuss a complaint with other Board members, but will identify the complainant only if he or she authorizes such identification and will identify the person complained against only if the complainant agrees to be identified.



**Informal Mediation**

Informal mediation is required before a formal complaint of sexual harassment is filed.

The complainant must select a member of the standing board to act as mediator. A Board member who judges that a complaint does not warrant mediation may decline a request to mediate. Likewise, a Board member who considers himself or herself unsuitable to act as a mediator shall identify another member of the Board for the complainant who will be willing to serve as mediator. (A Board member may decline to serve as mediator because of his or her particular relation to the person against whom the complaint is lodged, after explaining this to the complainant and obtaining permission of the complainant to talk with other standing members of the Board about the case.)

A person seeking mediation must agree to be identified to the person against whom the complaint is lodged. The mediator shall begin mediation efforts promptly, and shall report the results of mediation promptly to the complainant.

A mediator may talk about a specific case with other members of the Board only with the permission of the complainant, and will identify the person against whom the complaint is lodged only if the complainant agrees to be identified. A mediator may also discuss a case with the chairperson of the Board and / or with the appropriate officer of the College, although only with the mutual consent of the complainant and the person against whom the complaint is brought.

When mediation does not resolve the issue to the satisfaction of the complainant, the complainant may lodge a formal complaint with the Sexual Harassment Hearing Board.

**Formal Complaints**

Individuals who wish to lodge a formal complaint may do so until up to thirty days after the conclusion of mediation.

A person who wishes to lodge a formal complaint should contact the chairperson of the Sexual Harassment Hearing Board. A formal complaint must be lodged in writing and be accompanied by a signed statement detailing the complaint. The complainant shall submit the statement of complaint to the chairperson of the board, who shall give copies of it to the person complained against and to members of the Hearing Board. If the complaint has no merit as judged by the board's objective standards, the Board may refuse to investigate further, and the case is dropped.

The chairperson shall next provide copies of the complaint to the appropriate College officer; a complaint against a student to the Dean of Students, a complaint against a faculty member to the Dean of Faculty, and a complaint against another employee or a third party to the officer of the College responsible. The Officer may, upon request of either party, try to separate the working, living or academic arrangements of the complainant and the accused.

When a formal complaint is filed, the person accused of sexual harassment will be invited to submit a written response to the complaint. However, a formal reply is not required, and no adverse conclusions will be drawn if a formal reply is not provided. The chairperson of the board shall give copies of the response, if any, to the complainant, the officer of the College dealing with the complaint, and to the other members of the Hearing Board.

**The Hearing**

The complaint shall be heard by the Sexual Harassment Hearing Board, of whom at least three must be present to constitute a hearing, including one named by the complainant, one by the individual against whom the complaint is made, one by the College's personnel officer, and the chairperson of the committee.

At the hearing, either party has the right to be accompanied by and/or represented by a counselor of his or her choosing who is a member of the College community; a counselor may advise the complainant or the accused, but may not participate directly in the hearing.

The Hearing Board shall interview the parties together so that there is an opportunity to discuss all allegations. The Hearing Board shall decide what further evidence or witnesses are necessary before reaching the final determination.

The Hearing Board shall be guided by the following standard in determining whether a complaint of alleged sexual harassment has merit: the conduct complained of must be offensive to an average individual in the same or similar working environment.

Both parties shall have an opportunity to hear all witnesses and review all further evidence received by the Hearing Board. The Hearing Board shall retire to an executive session to reach its determination as to the presence of sexual harassment. It will present its findings in writing within one week of concluding its deliberations to the officer(s) of the College who supervises the individual(s) involved, with copies to those individuals.

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

**Appropriate Discipline**

The officer of the College and the Hearing Board, shall together talk with both the complainant and the person against whom the complaint has been lodged. After talking with the complainant and the accused, the officer of the College in consultation with the Hearing Board, shall take the action judged to be appropriate.

After acting, the officer shall prepare a written statement outlining the action taken, and shall give copies of this statement to the complainant, the accused, and members of the Hearing Board.

Written records of sexual harassment complaints and the investigation of those complaints will be retained in accordance with applicable regulations, but only on a confidential basis and will be separated from other personnel or student records.

Normally, officers of the College and board members may discuss a formal complaint identifying individuals only with other officers of the College and members of the board, the complainant, and the person against whom the complaint is lodged. If it seems appropriate for an officer of the College or a member of the community, he or she may do so only with the approval of the board.

**Annual Report**

At the beginning of each academic year, the board shall report on the previous year's activities. Its report shall include the number of individuals who came to board members for help during the past year, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to complaints. The board shall submit its report to the President, who shall publicize it to the College community. The report shall not mention the name of any individual or identifying details of any case.

**SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS** (including commercial sales, fund-raising, and distribution of literature)

**General Regulations**

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations which they



may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Campus Activities.

**Specific Regulations**

A) COMMERCIAL SALES: The Director of Campus Activities may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Campus Activities may prescribe.

B) CHARITABLE, POLITICAL, OR RELIGIOUS SOLICITATION: As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines.

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Campus Activities Office between 9:00 a.m. and 5:00 p.m., Monday through Friday.

2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in the Commons Building and across from the Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliciting or selling.

3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., seven days a week.

4. Not more than two individuals will be allowed to distribute or sell political or religious literature at any one time.

5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group, but upon petition to the Dean of Students this restriction may be waived at the sole discretion of such Dean.

6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B(2) over off-campus individuals or groups wishing to distribute or sell political or religious literature.

7. Harassment of members of the College community by those selling or distributing political or religious literature, or sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.

8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby, or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

**SPEAKER POLICY**

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

...Lake Forest has long recognized that academic freedom for its faculty and

students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it....in its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed.

1. Only organizations officially recognized by the College may invite a speaker to the campus.

2. Before inviting a speaker, student groups must obtain the written approval of the Dean of the College.

3. If the Dean of the College objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows.

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.

2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.

3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.

4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.

5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.

6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.



## STUDENT VEHICLE REGULATIONS

1. **Vehicle Registration**

Fees - $30 for Resident Parking and Registration
$20 for Commuter Parking and Registration
$10 for Motorcycles, Motor Scooters and/or Motor Bikes

All vehicles on this campus must be registered with the Department of Security of Lake Forest College. Illinois State law now requires that the driver of a car be able to show proof of liability insurance. Therefore, any student attempting to register a vehicle will be required to show proof of this insurance before a registration permit sticker will be issued. Freshmen are not permitted to register a vehicle on campus. Exceptions must be approved by the Dean of Students Office prior to bringing a vehicle on campus.

2. **Display of Parking Permit:** Must be displayed on the driver's side rear window only.

3. **Additional Permits:** Commuting students who are already permit holders, who find it necessary to use different vehicles, may present state license plate registration and insurance papers for each additional car and secure permits for the fee of $2.00. A regular permit holder who drives (for emergency reasons only) a vehicle on campus other than the one registered, for one (1) day or longer, must obtain a temporary permit.

4. **Temporary Permits for Students Not Entitled to Regular Permits:** Temporary permits for a period not exceeding two weeks (one per term maximum) may be applied for a fee of $6.00. State license plate registration and driver's license must be shown.

5. **Driving Restrictions:** Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc. of another currently enrolled student. Students not entitled to vehicle registration may not drive registered cars of others on this campus. Students must recognize the authority of Campus Security Officers. Any violation of this nature will result in immediate revocation of the campus permit.

6. **Penalties**

Registered Vehicles (including motorcycles) $10.00 per ticket. Parking privileges will be revoked if a student or vehicle accumulates six (6) or more violations per year. (Registered vehicle owners are responsible for all citations received on their cars.) When privileges are revoked, the permit must be scraped from the window, and the vehicle removed from the campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus any time after receiving written notice to remove from campus.

Unregistered Vehicles - Same as above, except that if three tickets have been received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from the campus for the remainder of the year. Accumulated tickets are not cancelled because vehicle is registered after receiving citations.

(c) Special Notes

(1) Driving or parking on the grass or sidewalks will result in a $25.00 fine and violators will be held responsible for any damages caused.

(2) False registration will lead to loss of permit and fees paid.

(3) Negligent or reckless driving will lead to loss of permit and fees paid.

(4) Parking in Handicap parking spaces will result in a $25.00 fine.

(5) In addition to the stated penalties the College may impose other such disciplinary action as it deems necessary.

7. **Appeals of Traffic Citations:** Tickets may be appealed to the Office of the Director of Security within 7 days of the date of issuance. After 7 days fines will double and be added to the student's account.

Tickets added to the student's account will have to be paid at the Business Office. Any other ticket may be paid at the Security Office.

The following violations are not subject to appeal:

(a) parking too close to a fire hydrant (15 foot distance);

(b) blocking any fire lane;

(c) parking so as to block the entrance to a building delivery area, service area for linen, garbage, and other truck or loading zones;

(d) parking so as to block a roadway;

(e) citations issued after revocation of permit;

(f) citations received for parking on wrong campus; and

(g) citations received for parking in Handicap zones.

8. **Miscellaneous:** Unlicensed vehicles, improperly licensed vehicles, and vehicles that are inoperable must be removed from the campus. Those, as well as improperly parked, and unregistered vehicles, must be towed and stored at owner's risk and expense.

9. **Parking:** Student parking is limited to the area so designated by the letter preceding the number of the sticker. No exceptions or excuses will be accepted as an appeal for parking in any area except the one assigned.

10. **Vehicle Immobilization** equipment may be used on any vehicle found in violation of campus traffic rules and regulations or the Illinois State Vehicle Code.

CAMPUS SPEED LIMIT - 15 MPH



# SECTION VI

## GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973 with five objectives.

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.
5. To establish clarity of authority, responsibility, jurisdiction and accountability.

ARTICLE I

**College Policies and Personnel**

A. COLLEGE COUNCIL
   1. Duties:
      a. Advises the President.
      b. Considers problems and concerns brought to the Council by any member of the faculty, student body, or administration who submits a written request to the Office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of College Governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, or student life, these recommendations must be referred to the appropriate committee for further study, reports or recommendations.
      c. Advises the President on budget priorities for the College.
      d. Supervises and promotes the effective operation of all organs of College Governance and acts as a court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its constitutional role.
      e. Acts on Amendments (Article VII, Part B) and forwards same to the Office of the President.
   2. Composition:
      a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms, one to be nominated and elected by the faculty at large to a one-year term.
      b. The President of the Student Government.
      c. Three students to be elected from the student body at large (see Article VI.B.2.d for nomination procedures).
      d. The President, who serves as Chairperson, or the President's designee when the President is unavailable.
      e. The Dean of the College.
   3. Procedures:
      a. The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairperson.

b. The Council shall schedule a special annual meeting for mid-June of each year to be convened by the President should he/she envision the necessity of decreasing faculty size in the following two years. The committee shall be convened to advise the President on faculty size. The quorum for said meeting must include at least three faculty members (one from each division) and at least one student, and will be confirmed at the last regularly scheduled meeting of the Council. If absences are anticipated, the FPPC will appoint faculty replacements from the same division to meet the quorum requirements; the student body President will appoint a student representative.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Through its Promotion and Tenure Sub-Committee, advises the President on specific cases of promotion and tenure.
   c. Advises the President on faculty appointments.
   d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.
   e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
   f. Appoints faculty members to the College Life Advisory Board and the Campus Program Board.
   g. Recommends faculty members for election to trustee committees. In making these recommendations, the FPPC should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
   h. Advises the President on the appointment or re-appointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
   i. Advises the President on specific applications for leaves.
   j. Recommends faculty members for appointment to the Committee on Dispositions, Conduct Board, and Drug Hearing Board.
2. Composition:
   a. The Dean of Faculty, who is also a member of the Promotion and Tenure Subcommittee.
   b. Six Faculty members to be elected as follows:
      (1) Promotion and Tenure Subcommittee: three full professors on tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for re-election to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for re-election for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

      (2) Should it occur that no untenured faculty is serving on the FPPC or elected to it, the member elected in that year (or if two are elected, the one chosen by the smallest number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a nontenured faculty member to the Committee.
   c. All eligible members of the standing Governance Committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the FPPC). If elected, the person must resign from his or her former subcommittee.



d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent, available, former Promotion and Tenure Subcommittee member should participate instead.
e. The Committee shall elect its own chairperson.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:
   a. Studies and formulates the academic long-range goals of the College and proposes means of achieving them.
2. Composition:
   a. Dean of Faculty.
   b. Three members of the full time faculty who teach on at least a half time basis, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time.)
   c. Two students to be elected from the student body at large (see Article VI.B.2.c).
   d. The Faculty Personnel Policies Committee shall recommend to the President which member of the Committee shall serve as its chairperson.
3. Procedures:
   a. The Committee shall prepare a five-year master plan, setting forth its views of the College's academic goals and the ways and means of achieving them. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.
   b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, appropriate personnel for extended periods of time, i.e. students, alumni, administrative officers and other faculty members.
   c. The Committee shall present an annual report to faculty, students, and the Trustees' Committee on Long-Range Planning.

D. ENVIRONMENTAL ISSUES AND CONCERNS ADVISORY COMMITTEE

1. Duties:
   a. Consider and recommend policies and procedures on issues relating to the College's efforts to be an ecologically sound campus.
   b. Develop and implement educational programs and workshops for the College community on issues relating to the environment.
   c. Assist in the identification and correction of actions or policies that have an adverse effect on the environment.
   d. Monitor and audit the College's recycling efforts, making recommendations for improvement where necessary.
   e. Promote community awareness of national and local issues and policies affecting the status of the environment.
2. Composition:
   a. Two faculty representatives on the recommendation of the FPPC, one of whom shall be in the Science Division.
   b. A representative from the Dean of the College Office.
   c. Three students (two to be elected by the student body at large, one appointed by the Executive Committee).*
   d. The Director of Facilities Management.
3. Procedures:
   a. The committee shall elect its own chairperson.
   b. All recommendations of the committee are sent to the President who may act on those recommendations within his or her authority and pass on any other recommendations to other appropriate administrative offices.

E. ENROLLMENT COMMITTEE
1. Duties:
   a. Discuss standards of admissions, and make appropriate recommendations to the administration.
   b. Discuss procedures for awarding financial aid, and make appropriate recommendations to the administration.
   c. Solicit and receive recommendations from students and faculty concerning admissions and financial aid.
   d. Review semi-annually the admissions process and results, the status of financial aid, and interrelationship between these two offices.
2. Composition:
   a. Three faculty members recommended by the FPPC, serving three years each on staggered basis.
   b. Two students, recommended by the Executive Committee of Student Government.
   c. One representative from the Admissions Office.
   d. One representative from the Financial Aid Office.
3. Procedures:
   a. The committee will be chaired by the faculty member with the most committee seniority.
   b. The committee will report annually to the faculty, to the President and to the General Assembly.

## ARTICLE II

## Academic Life

A. ACADEMIC ADVISORY COMMITTEES TO DEPARTMENTS AND INTERDISCIPLINARY PROGRAMS
1. Duties include advising departments and major committees on:
   a. Curriculum.
   b. Appointments.
   c. Department policies, procedures and activities.
   d. Academic honesty.
2. Composition:
   Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of Faculty to maintain in the Dean's office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g. Religion, and the College Scholar Program), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.
3. Procedures:
   a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee.
   b. A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.
   c. The student chairperson or department may call a meeting.

B. ACADEMIC POLICIES COMMITTEE
1. Duties:
   a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee. Minor changes will be determined by the administration, discussed by College Council, and approved by this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of Faculty some discretionary authority in interpreting these rules. The Dean of Faculty is required to inform the Committee regularly of interpretations of academic policy in specific cases.



   b. Evaluates curricular recommendations made by departments and interdisciplinary committees.
   c. Advises the President on the distribution of faculty within the College.
   d. Establishes methods for regular student evaluation of courses.
   e. Clarifies the intent of academic policies and rules at the request of the Academic Appeals Board.
2. Composition:
   a. Six full time faculty members who teach on at least a half time basis (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).
   b. Three students to be elected from the student body at large (see Article VI.B.2.c). While any student with a declared major may petition to run for APC, the Academic Advisory Committees in each division will be encouraged to make sure that there are candidates from their division.
   c. The Dean of Faculty.
   d. The Committee shall elect its own chairperson.
3. Procedures:
   a. Recommendations for curricular changes by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such a decision places the matter on the agenda of the Academic Policies Committee for discussion and action.
   b. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered at the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).
   c. The committee shall schedule a special annual meeting for mid-June of each year to be convened should the President recommend a reduction in faculty size during the two years following, in order to fulfill its duty of advising the President on the distribution of faculty within the College. The quorum for said meeting must include at least three faculty members (one from each division) and at least one student, and will be confirmed at the last regularly scheduled meeting of the committee. If absences are anticipated the FPPC will appoint faculty replacements from the same division to meet the quorum requirements; the student body President will appoint a student representative. If the Dean of the Faculty is unable to attend the meeting, then he/she will appoint a representative.

C. ACADEMIC APPEALS BOARD
1. Duties:
   a. Rules on cases in which students appeal the Dean of Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
   b. Considers and acts on cases and appeals of academic suspension and dismissal.
   c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
   d. Reports in detail to the Academic Policies Committee at least once per term.
   e. It is not the responsibility of the Academic Appeals Board to reconsider the judgements of either the Academic Honesty Board or the departmental review committees constituted to hear grade appeals.

2. Composition:
   a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
   b. The Dean of Faculty and the Registrar as non-voting members. The Registrar serves as Secretary of the Board.
   c. The Dean of the College, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.
3. Procedures:
   a. Students must present their appeal in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments, but can only be used to clarify points made in the written appeal.
   b. The Board shall give a written reply to students, informing them of the grounds for its decision.
   c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

## ARTICLE III

### Student Life

A. COLLEGE LIFE ADVISORY BOARD
1. Duties:
   a. Considers and recommends policies and programs on health, food, housing, counseling services, career planning, campus activities, athletic programs, and athletic and recreational facilities.
   b. Mediates and suggest courses of action when problems arise with the *Stentor* and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the on-going success of the publication. Such recommendations are not subject to the veto power referred to in III.A.3.b
2. Composition:
   a. The Vice-President of Student Government.
   b. Four students (three elected by the student body at large, one appointed by the Executive Committee).
   c. Two faculty members appointed by the Faculty Personnel Policies Committee.
   d. The Dean of the College.
   e. The Director of Campus Activities.
3. Procedures:
   a. The committee shall elect one of its student members as chairperson.
   b. Following formal consultation with the Dean of the College, the General Assembly may veto a recommendation of CLAB by a two-thirds vote. Such a veto must be placed on the General Assembly agenda within two class weeks of the date the CLAB recommendation was made.
   c. All recommendations of the committee are sent to the Dean of the College who may act on those recommendations within his/her authority and pass on any other recommendations to the President or other appropriate administrative officer.



## ARTICLE IV

### Student Government

A. Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

1. GENERAL ASSEMBLY
   a. Duties:
      (1) The General Assembly shall have the right to veto a recommendation of CLAB by a two-thirds vote. It shall further have the right to veto a decision of the Executive Committee by a majority vote.
      (2) The Assembly shall elect three of its members to serve on the Executive Committee.
   b. Composition:
      (1) The delegates, who shall be elected on a representative basis from student constituents.
      (2) A representative from the Dean of the College Office, who shall be an observer.

2. EXECUTIVE COMMITTEE
   a. Duties:
      (1) Administers the affairs of Student Government.
      (2) Allocates the student budget.
      (3) Recommends students to the President of the College to serve on governance and trustee committees.
      (4) Makes student appointments.
   b. Composition:
      (1) The President, Vice-President, Treasurer, and Secretary of the Student Government.
      (2) Three representatives elected from the General Assembly.
      (3) One student appointed by the Student Government President.
      (4) A representative of the Dean of the College Office (ex officio).

## ARTICLE V

### Communication

A. All minutes of standing committees shall be distributed to:
   1. all faculty members,
   2. the President, Dean of Faculty, Dean of the College, Assistant to the President, Associate Dean of Faculty, Dean of Admissions,
   3. all Head Residents for posting,
   4. the Library reserve section and the College archives,
   5. the Student Government officers,
   6. the Campus Activities Office for posting,
   7. all members of the committee which issues the minutes,
   8. chairpersons of all governance committees, and
   9. the *Stentor*.

B. Each governance committee chairperson is responsible for:
   1. designating a secretary, with the exception of the Academic Appeals Board,
   2. preparing the agenda for meetings,
   3. insuring the prompt distribution of minutes,
   4. calling meetings and notifying members,
   5. insuring that minutes are complete and prepared in the proper format, and
   6. reporting to the faculty and Student Government in the fall and spring.

C. Dissemination
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Campus Activities Office shall post the minutes and reports of all committees in Commons.
   3. The Office of the President shall maintain an up-to-date copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. committee and Student Government meetings, agenda, reports, and decisions,
      b. campus events, and
      c. statements by the President and other administrative officials.

D. Reporting
   1. All committees and administrative officers (i.e. the President, the Deans, the Dean of Admissions, Financial Aid, Development, and the Library) shall report to the faculty and students on their agenda and progress for the year early in the fall and spring terms.
   2. Student members of Governance committees shall report to the General Assembly of Student Government on their committee work in the fall and spring terms.
   3. Additional reports from committees may be requested for the faculty by the President of the College, or for students by the President of Student Government.

E. Registration
   1. All student organizations that identify themselves as Lake Forest College groups must register with the Campus Activities Office.

## ARTICLE VI

### General Procedures

A. Governance Committee Nomination and Election Details
   1. Number of votes per voter on nomination ballots.
      Voting faculty will be allowed to vote for up to ten percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to three candidates.
   2. Eligibility for service on governance committee.
      All voting faculty, expected to be on campus in the year following the election, are eligible for nomination and election to governance committees.
   3. Number of candidates to appear on election ballot.
      a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
      b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
   4. Elections to fill long and short term positions.
      The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.
   5. Person(s) elected but unable to serve.
      The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.



   6. Election to the College Council, the Faculty Personnel Policies Committee or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).
   7. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave.
   8. Voting eligibility: those persons with voting privileges as defined in the *Faculty Handbook* are eligible to vote in Governance elections and run for Governance positions.

B. Elections
   1. Faculty elections shall take place, in order, as follows:
      a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
         No later than the second week of spring term the Dean of Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
      b. Academic Policies Committee
         No later than the fourth week of spring term, the Dean of Faculty shall circulate to the faculty, by division, a list of the full time faculty members who teach on at least a half time basis, in the same division, eligible for election to the Academic Policies Committee. Nomination and election will be by secret ballot and will follow the procedure in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.
      c. The College Council
         No later than the sixth week of spring term, the Dean of Faculty shall circulate to the faculty, in the division in which the three-year term vacancy occurs, a list of the faculty members, in that same division, eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Following the divisional elections, an at-large member shall be nominated and elected, by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
      d. The Remaining Members of the Faculty Personnel Policies Committee
         No later than the eighth week of spring term, the Dean of Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
   2. Procedures for Student Elections
      a. No later than the end of the eleventh week in the spring term, all nominations by petition for President, Vice-President, Treasurer, and Secretary of Student Government must be presented to the Dean of the College, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the fourteenth week of the fall term.
      b. No later than the fourth week in the spring term, the Dean of Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.
      c. All nominations by petition for the student vacancies on the College Life Advisory Board, College Council, Environmental Issues and Concerns Advisory Committee, Long Range Planning Committee for Academic Goals and the Academic Policies Committee must be submitted to the Dean of the College no later than the ninth week of the spring term.

d. No later than the ninth week of the spring term, the Dean of the College (with the assistance of the Dean of Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
   (1) Three students to the College Council
   (2) Three students to the Academic Policies Committee
   (3) Three students to the College Life Advisory Board
   (4) Two students to the Long Range Planning Committee for Academic Goals

e. No later than the second week of the fall term, the Dean of Students (with the assistance of the Student Government officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.

f. Nominations or appointment to the College Council, Academic Policies Committee, the College Life Advisory Board, or the Long Range Planning Committee shall make a student ineligible for nomination or appointment to another of these committees.

g. All nomination petitions must consist of at least 25 full-time student signatures.

h. Terms of office
   (1) The President, Vice-President, Treasurer, and Secretary of Student Government, elected no later than the last day of April, shall take office the last day of the spring term.
   (2) The two weeks following the Student Government elections shall serve as a transitional period at the end of which the new Student Government Officers shall assume their duties.
   (3) Delegates to the General Assembly and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for re-election or re-appointment.
   (4) The Student Government President and Vice-President shall serve as ex-officio members of the College Council and CLAB consistent with their elected terms of office.
   (5) The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.

j. Voting eligibility
   (1) Each full-time student may cast one vote for each position on the ballot.
   (2) Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirement.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

| I | II | III |
|---|---|---|
| English | Economics & Business | Biology |
| Art | Education | Chemistry |
| Foreign Languages | Politics | Mathematics & Computer Science |
| Music | History | Physics |
| Philosophy | Sociology & Anthropology | Psychology |
| Religion | | |

C. Vacancies
1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it shall ensure that the vacancy is filled (within two weeks time) as follows.
   a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)



   b. Should a vacancy occur in an elected student position on a governance committee, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the FPPC or the Executive Committee of Student Government to recommend respective faculty or student appointees.

D. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

E. Subcommittees
1. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
2. A Subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

F. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

G. The Office of the Dean of the College is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

H. The Dean of Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

I. The President is ex officio a member of all committees.

## ARTICLE VII

### Ratification and Amendment Procedures

A. Ratification:
1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of the College shall announce the result of the faculty and student vote simultaneously

B. Amendments:
1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If ten percent of the student body or faculty by petition maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
3. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
4. Amendments shall be deemed and ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.

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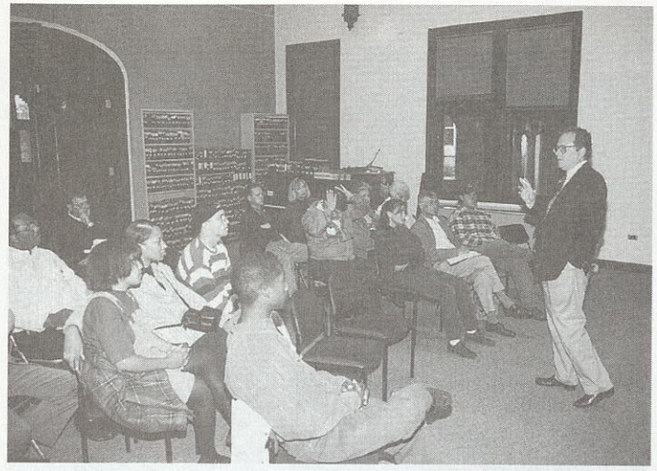

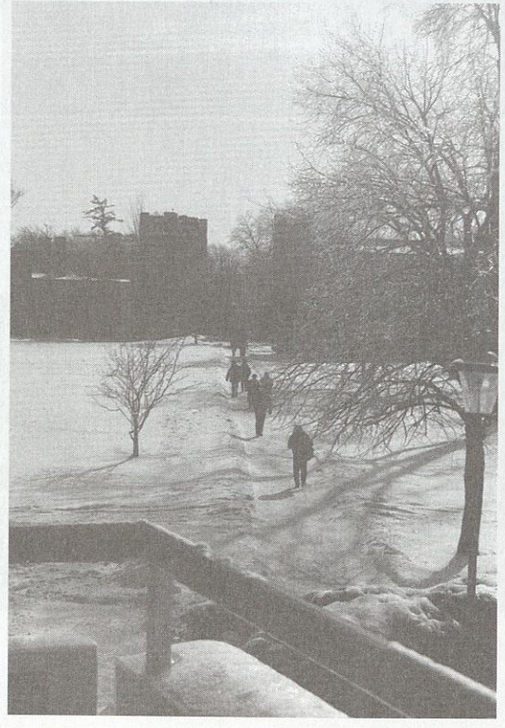

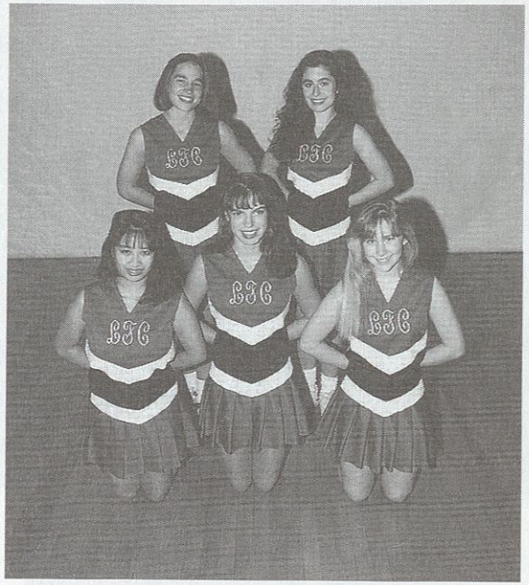
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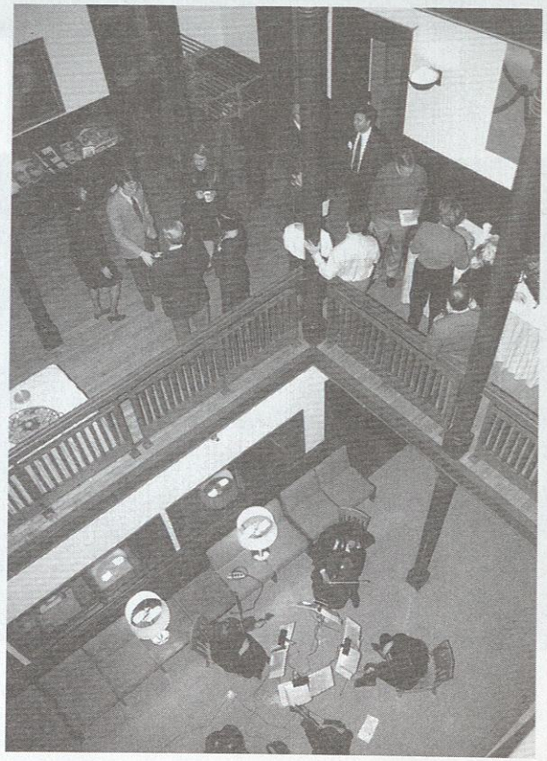



## NOTES

# NOTES



## EMERGENCY TELEPHONE NUMBER: 911

Most College offices are open Monday-Friday from 8:30 a.m.-12 noon, and 1:00 p.m.-5:00 p.m. Selected other schedules include:

### CAFETERIA

| | | |
|---|---|---|
| Monday-Friday | Breakfast | 7:30 a.m. - 9:00 a.m. |
| | Lunch | 11:00 a.m. - 1:30 p.m. |
| | Dinner | 4:45 p.m. - 6:30 p.m. |
| Saturday | Breakfast | 8:00 a.m. - 9:00 a.m. |
| | Lunch | 11:30 a.m. - 1:00 p.m. |
| | Dinner | 5:00 p.m. - 6:00 p.m. |
| Sunday | Breakfast | 9:00 a.m. - 11:00 a.m. |
| | Brunch | 11:00 a.m. - 2:00 p.m. |

### CASHIER

| | |
|---|---|
| Monday-Friday | 8:30 a.m. - 12 noon |
| | 12:30 p.m. - 4:00 p.m. |

### DONNELLEY LIBRARY

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|---|---|
| Monday-Thursday | 8:00 a.m. - 12:00 a.m. |
| Friday | 8:00 a.m. - 10:00 p.m. |
| Saturday | 10:00 a.m. - 10:00 p.m. |
| Sunday | 11:30 a.m. - 12:00 a.m. |

### HEALTH CENTER

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|---|---|
| Monday-Friday | 8:30 a.m. - 12:30 p.m. |
| | 1:00 p.m. - 4:30 p.m. |
| Appointments | 9:00 a.m. - 12:00 p.m. |
| | 1:00 p.m. - 3:00 p.m. |

### SNACK BAR

| | |
|---|---|
| Monday-Friday | 8:30 a.m. - 11:00 p.m. |
| Saturday | 5:00 p.m. - 11:00 p.m. |
| Sunday | 5:00 p.m. - 12:00 a.m. |

### SPORTS CENTER

| | |
|---|---|
| Monday-Friday | 6:30 a.m. - 10:00 p.m. |
| Saturday | 8:30 a.m. - 10:00 p.m. |
| Sunday | 8:30 a.m. - 10:00 p.m. |

Lake Forest College's nondiscrimination policies are based on federal laws and regulations, including Title IX and other relevant regulations, as well as on its institutional ideals.

It is the stated policy of Lake Forest College that appropriate qualifications for and performance of specific duties are the basic criteria for the employment and promotion of all College academic and nonacademic staff. Lake Forest College does not discriminate against any persons because of race, color, sex, religion, or national or ethnic origin in its education program, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities and employment. Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity. Lake Forest College also does not discriminate on the basis of sexual orientation in its education programs, activities, or employment. For purpose of this policy, the term "sexual orientation" means the status or expression, whether actual or perceived, or heterosexuality, homosexuality, or bisexuality.

The campus coordinator for Title IX (prohibiting sex discrimination) is the Personnel Officer, to whom inquiries concerning Title IX may be referred. The campus coordinator for Section 504 of the Federal Rehabilitation Act of 1973 (prohibiting Handicap discrimination) is David Spadafora, President.

555 North Sheridan Road
Lake Forest, Illinois 60045-2399